








**Palm Beach Community College**  
**LLRC**  
**4200 Congress Avenue**  
**Lake Worth, FL 33461-4796**



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Palm Beach Community College



The Bulletin  
1994-1995



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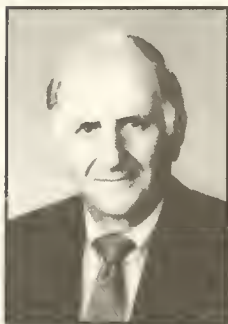
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# Palm Beach Community College

## *The Bulletin 1994 - 1995*

*The Palm Beach Community College Bulletin* is designed to serve as an information and reference guide, dealing with most aspects of the College including policies, facilities, degree programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, the *Bulletin* should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the *Bulletin* are applicable as stated, but PBCC reserves the right to initiate changes including, but not limited to, academic requirements for graduation, without direct notification to individuals. Mindful of its responsibility to students, the College is committed to make every possible effort to keep students informed of any changes.

Though the College *Bulletin* is produced as a reference guide, it is important for each student to assume ultimate responsibility to keep himself/herself apprised of current requirements for graduation for a particular degree program.

This publication can be made available to persons with disabilities in a variety of formats, including braille, large print or audio tape. Telephone or written requests should include your name, address and telephone or TDD number. Requests should be made at least two weeks prior to the time you need the publication. Contact:

Palm Beach Community College  
District Special Programs  
4200 Congress Avenue  
Lake Worth, FL 33461-4796

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# Calendar

## Fall Term 1994

May 26	Deadline for international student applications
July 4	<i>Independence Day (College closed)</i>
August 18-23	Orientation, advising and registration
August 23	Deadline for regular admission for fall term
<b>August 24</b>	<b>Classes begin</b>
August 24-30	Days for correcting schedules
August 30	Final day to withdraw with a 100% refund
September 2	Final day to register for CLAST
<i>September 5</i>	<i>Labor Day holiday (College closed)</i>
September 22	Deadline to make-up grades of "I"
September 30	Final day to complete application for graduation
October 1	Administration of CLAST (Saturday)
October 5-18	Registration for fall express term classes
<i>October 14</i>	<i>Student Holiday (No classes)</i>
<b>October 19</b>	<b>Express term classes begin</b>
October 20	Final day to withdraw from an express term class with a 100% refund
October 20	Day for correcting schedules for express term
November 1	Final day to withdraw from regular term classes with a "W"
November 1	Final day to change from credit to AUDIT for regular term classes
November 8-10	Graduating students register
<i>November 11</i>	<i>Veterans Day (College closed)</i>
November 15-23	Currently enrolled students register for winter term
November 22	Final day to withdraw from an express term class with a "W"
November 22	Final day to change from credit to AUDIT for express term
<i>November 24-25</i>	<i>Thanksgiving Holiday (College closed)</i>
December 9	Last day to withdraw from College
December 20	Last day of classes
December 20	Commencement exercises
December 21	Grades due in Registrar's office by 12:00 (noon)
<i>December 22-31</i>	<i>Semester Break (College closed)</i>

## Winter Term 1995

November 1	Deadline for international student applications
January 2, 3	Orientation, advising and registration
January 3	Deadline for regular admission for winter term
<b>January 4</b>	<b>Classes begin</b>
January 4, 5, 6, 9, 10	Days for correcting schedules
January 10	Final day to withdraw with a 100% refund
<i>January 16</i>	<i>Dr. Martin Luther King Jr. Holiday (College closed)</i>
January 20	Final day to register for CLAST
February 2	Deadline to make-up grades of "I"
February 10	Final day to complete application for graduation
February 18	Administration of CLAST (Saturday)
Feb. 20 - Mar. 3	Registration for winter express term
<i>March 6-10</i>	<i>Spring Break (College closed)</i>
<b>March 13</b>	<b>Express term classes begin</b>
March 14	Day for correcting schedules, express term

March 14	Final day to withdraw from an express term class with a 100% refund
March 20	Final day to withdraw from regular term classes with a "W"
March 20	Final day to change from credit to AUDIT for regular term classes
<i>March 21</i>	<i>Student Holiday (No classes)</i>
April 3-7	Graduating students register for summer A and B/fall terms
April 10-21	Currently enrolled students register for summer A and B/fall terms
April 12	Final day to withdraw from an express term class with a "W"
April 12	Final day to change from credit to AUDIT for the express term
<i>April 14</i>	<i>Spring Holiday (College closed)</i>
April 26	Last day to withdraw from College
May 5	Last day of classes
May 8	Commencement exercises
May 8	Grades due in Registrar's office by 12:00 (noon)

## Summer Term A 1995

May 5	Final day to register for CLAST
May 9	Orientation, advising and registration
May 9	Deadline for regular admission for summer term A
<b>May 10</b>	<b>Classes begin</b>
May 10-11	Days to correct schedules
May 11	Final day to withdraw with a 100% refund
May 24	Final day to complete application for graduation
May 31	Deadline for international student applications for fall term
<i>May 29</i>	<i>Memorial Day Holiday (College closed)</i>
June 3	Administration of CLAST (Saturday)
June 5	Final day to withdraw from classes with a "W"
June 5	Final day to change from credit to AUDIT
June 12	Last day to withdraw from College
June 21	Last day of classes
June 21	Grades due in Registrar's office by 12:00 (noon)

## Summer Term B 1995

May 5	Final day to register for CLAST
May 31	Deadline for international student applications for fall term 1995
June 3	Administration of CLAST (Saturday)
June 22	Deadline for regular admission for summer term B
June 22	Orientation, advising and registration
<b>June 26</b>	<b>Classes begin</b>
June 26-27	Days to correct schedules
June 27	Final day to withdraw with a 100% refund
<i>July 4</i>	<i>Independence Day Holiday (College closed)</i>
July 6	Final day to complete application for graduation
July 19	Final day to withdraw from classes with a "W"
July 19	Final day to change from credit to AUDIT
July 26	Last day to withdraw from College
August 7	Last day of classes
August 7	Commencement exercises
August 7	Grades due in Registrar's office by 12:00 (noon)



# Chapter 1

## HISTORY

Palm Beach Junior College became Florida's first public community college in 1933 as the result of a number of conferences among civic leaders led by Joe Youngblood, county superintendent of public schools, and Howell L. Watkins, principal of Palm Beach High School. In the beginning, it was a co-educational, day-student junior college with primary emphasis on preparation for upper-division work in colleges and universities. For the first 15 years, the College scheduled classes at Palm Beach High School, where Watkins served as dean of the College, as well as principal of the high school.

In February of 1948, under the leadership of its first president, John I. Leonard, the College moved to a 21-acre site at Morrison Field, then a deactivated World War II Army Air Base and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the College to move to the Lake Park Town Hall, where it carried on a curtailed program for five years.

The Palm Beach County Commission donated the present 114-acre Lake Worth site of the College in 1956, and the Florida Legislature voted \$1,047,000 for buildings. It was at this time that the College began to build its first permanent campus.

In 1958, Leonard retired, and Harold C. Manor assumed the duties of president. Under Manor's leadership, the College experienced tremendous growth in enrollment, staff, course offerings and services to the community. Many technical/vocational courses and programs were developed, and the College continued to strengthen its reputation for academic excellence.

In 1965, the Board of Public Instruction merged Roosevelt Junior College, located in West Palm Beach, with Palm Beach Junior College. The merger of the seven-year-old school, which was under the presidency of Britton G. Sayles, brought its properties, students and six of its 18 full-time faculty members to the Palm Beach Junior College campus between June and August of that same year.

In the early 1970s, attendance centers opened in Belle Glade, Boca Raton and northern Palm Beach County. In June of 1976, ground breaking of the first buildings at PBJC Glades took place. Classes began in the new facility in January of 1978.

In 1978, after 21 years of outstanding leadership, Manor retired; and Edward M. Eissey, a PBJC graduate, became the College's third president. Vigorous expansion of educa-

tional programs, increased cooperation with business and industry, unflagging zeal in pursuit of College objectives at both county and state levels are hallmarks of Eissey's administration.

In the spring of 1971, selected courses for PBJC South were first offered on the Florida Atlantic University Campus. A formalized agreement was enacted in fall of 1973, bringing the South Center into existence. In the fall term of 1983, PBJC South used portable classroom buildings located on a site leased from Florida Atlantic University in Boca Raton. In 1986, state funding for the first permanent classroom building was provided.

Ground breaking for the first building at PBJC North, on a 108-acre campus on PGA Boulevard in Palm Beach Gardens, took place in July of 1980, and first-phase buildings were opened for use in June of 1982.

In 1988, the PBCC Board of Trustees approved Eissey's recommendation for a name change from Palm Beach Junior College to Palm Beach Community College to reflect more accurately the broad scope of programs and services.

Over the years, Palm Beach Community College built a reputation for quality education in Palm Beach County. The College offers over 100 majors in the associate in arts degree and two-year associate in science degrees as well as certificate programs. Ongoing continuing studies courses upgrade job skills, and personal enrichment seminars are frequently offered.

## PHILOSOPHY

Palm Beach Community College provides quality education based on high academic standards and the needs of the people of Palm Beach County. Individual responsibility is highly valued, and each student is encouraged to utilize available resources to pursue academic and personal success.

## MISSION

Palm Beach Community College holds as its highest priority an academic environment of excellence conducive to lifelong learning, where individuals can attain knowledge and develop the skills and attributes necessary to meet effectively the challenges of a dynamic, multicultural world.

Palm Beach Community College is a public, equal-access institution governed by a local board of trustees under statutory authority and rules of the Florida State Board of Education and the Florida State Board of

Community Colleges. Its mission is to provide:

- Academic programs that award an associate in arts degree,
- Technical/vocational programs that award associate in science degrees and professional certificates,
- Courses and special programs to retrain and upgrade employment skills,
- Preparatory instruction for students needing academic development to succeed in college-level work,
- Continuing studies and community service programs which address special education, community development and economic needs,
- Student, business and planning/information services that support and supplement the instructional programs,
- Multicultural experiences within the College and the global community.

## ACCREDITATION

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts and associate in science degrees.

Accreditation has also been granted by professional organizations for certain specific programs. This is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## MEMBERSHIPS

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, the Florida Association of Collegiate Registrars and Admissions Officers and others.

## PBCC FOUNDATION

The PBCC Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individu-



## 2 General Information



*PBCC Central Campus in Lake Worth*



*PBCC Edward M. Eisey Campus in  
Palm Beach Gardens*



*PBCC Glades Campus in Belle Glade*



*PBCC South Campus in Boca Raton*

als and agencies within the community and the state.

The Foundation consists of many active volunteer committees, such as: President's Club; Eisey, South, Glades Foundations; Planned Giving; Alumni; Legislative; Performing Arts; and Specialized Fund Raising.

### **PALM BEACH COMMUNITY COLLEGE DISTRICT**

#### **Locations**

Courses are offered at four campus locations and a variety of attendance centers located throughout Palm Beach County. Each campus offers general education requirement courses; however, certain programs may be available at one location only.

#### **Central Campus**

The Central Campus, located on Congress Avenue in Lake Worth, is PBCC's largest and longest-established campus. It is bordered by beautiful Lake Osborne and John Prince Park and has accommodated the educational needs of the community for over 37 years.

The 114-acre campus offers an extensive selection of majors leading to an associate in arts degree for those planning on transferring to universities, associate in science degrees for those pursuing technical fields and certificate programs. In addition, the campus offers a wide variety of non-credit classes through the continuing studies department. Among the many programs available at the Central Campus, the nursing, paramedic, dental health, hospitality/food service, early childhood, criminal justice, plumbing apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation.

The spacious Watson B. Duncan III Theatre serves as Central Campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the general public.

Panther Park, a brand new student apartment housing community that can accommodate over 600 students, is now available to students interested in walking or biking to and from the Central Campus.

#### **Edward M. Eisey Campus**

The Palm Beach Community College Eisey Campus, located in Palm Beach Gardens, opened in 1982 as a permanent, full-time facility.

The campus, which was designed to preserve as much as possible of its native vegetation, provides a peaceful oasis for learning

in the midst of a vital and growing community.

Associate in arts degree courses are readily available for students planning to transfer to universities. The campus is also home to the Philip D. Lewis Center for Business and Industry Technology. This facility houses the respiratory care, water/wastewater technology, ornamental horticulture, radiography and sonography programs as well as a number of other business and technical curricula.

The Eisey Campus also offers the legal assistant A.S. degree program and is home to Palm Beach County's only ROPES training facility.

Additionally, the new 750-seat Edward M. Eisey Campus Theatre presents a variety of educational and cultural programs for the benefit of the College as well as the general public. The facility is also a training center for the theater program on the Eisey Campus.

#### **Glades Campus**

Nestled on the banks of a small lake, the Belle Glade Campus opened in 1972. The permanent facility was built in 1977.

The campus offers comprehensive courses for college transfer to four-year institutions as well as vocational and technical courses.

In addition, the 470-seat Dolly Hand Cultural Arts Center, located on the Glades Campus, was completed in 1982. The theater offers a variety of cultural and entertainment performances, and it is available for rent by individuals and organizations for lectures and meetings.

#### **South Campus**

In 1971, Palm Beach Community College began offering academic courses in south Palm Beach County in Boca Raton. In 1989, the PBCC South site was officially designated as a campus. Since then, classroom buildings, a student services building and a gymnasium have been added to the campus.

The South Campus curriculum includes many college transfer programs, a number of vocational and technical offerings as well as non-credit programs in continuing studies. With the addition of the first building and a grant from IBM, South Campus began a Business Training Center. The focus of the Business Training Center is to provide customized training for businesses, a full range of computer courses through the PC Institute and training on the AS/400.

Because Florida Atlantic University is adjacent to the PBCC South Campus, many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location.



## Chapter 2

It is the desire of Palm Beach Community College to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. The Student Services office works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving district-wide leadership and direction in this area.

One condition of enrollment at the College is that the student maintains good deportment and is law abiding. The vice president of student services and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

### *Listing of Student Services and Activities:*

1. Admissions
2. Academic Advisement
3. Assemblies
4. Athletics
5. Career Planning
6. Clubs and Organizations
7. Counseling
8. Financial Aid
9. Health Services
10. Housing Listings
11. Information
12. Insurance
13. Intramurals
14. Job Placement
15. Lost & Found
16. Orientation
17. Placement Tests
18. Recruitment
19. Registration
20. Retention and Completion
21. Student Handbook
22. Student Publications
23. Testing Services
24. Veteran Affairs

### ACADEMIC ADVISEMENT

On the Central Campus, arrangements for academic advising will be made for all entering students who have declared a major field of study by the various division chairpersons and program managers during orientation. Students who do not declare a major are academically advised by one of the student services' counselors until a major is declared. On other campuses, students are advised by student services' counselors, advisers and

program managers. At orientation, advice and information will be given to the student regarding what subjects are necessary to accomplish a certain major, as well as graduation from college. During the school year, academic advisers will be available in their offices to assist the students in working out academic programs for the coming term. Students are encouraged to maintain contact with academic advisers in order to be absolutely certain they are taking the right courses needed for graduation in their chosen major or transfer to their preferred university. Students bear the ultimate responsibility for course selection.

### ASSEMBLIES

Lectures, musical and dramatic productions and other assembly programs are provided by the College.

### ATHLETICS

Palm Beach Community College has achieved national recognition through inter-collegiate athletics. Opportunities for participation are offered for both men and women in a variety of sports that include basketball, baseball, golf, tennis and softball. Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The athletics program provides an opportunity for good competition, development of skills and experiences in self-discipline and cooperation for the highly skilled student. Handicapped students are encouraged to try out for teams on which they might successfully participate.

### CAREER PLANNING AND JOB PLACEMENT

Career planning and job placement are available to assist you with clarifying your career goals and selecting a college major. These resources provide students with the opportunity to explore interests, values and abilities, and obtain information regarding career opportunities. Career counseling is offered on all four campuses. Inquire at the Student Services/Counseling office on the campus you are attending. Full-time and part-time employment opportunities are regularly received from employers in business and industry, government and education. These listings are available for students to review on all campuses. Written and audio-visual resources, counseling and seminars are provided on the various aspects of

securing employment, such as resume writing, interviewing and job search skills, as well as related topics concerning career planning.

**Job Placement:** The job placement program provides current information on job opportunities in the local area, while maintaining a close working relationship with the State Employment office. Written materials, counseling and seminars are provided on resume writing, interview skills and various other aspects of securing employment.

### CLUBS AND ORGANIZATIONS

#### Student Government

Each of the campuses has a student government group: Student Government Association (SGA) on Central Campus, Glades and South Campuses; and Student Activity Committee on the Edward M. Eissey Campus. These groups are designed to provide guidance and direction to the student body, develop student programs and activities and promote student involvement, develop positive working relationships between various segments of the College and provide students with opportunities to develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body. Contact your campus Student Services office for more information.

#### Student Organizations

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

#### Central Campus

1. Student Government Association
2. Phi Theta Kappa (*Honors Society*)
3. Delta Epsilon Chi (*Marketing Club*)
4. Student Music Education Association
5. Student Nurses Association
6. Early Childhood Education
7. Black Student Union
8. The Fashion Club
9. Students for International Understanding

## 4 Student Services

10. Musical Groups:
  - Concert Band*
  - Brass Ensemble*
  - String Ensemble*
  - Woodwind Ensemble*
  - Percussion Ensemble*
  - Music Theater Guild*
  - Student Music Educators*
  - National Conference*
  - Concert Choir*
  - Jazz Ensemble*
  - Pacesetters*
  - Saxophone Ensemble*
  - Trombone Choir*
11. Cheerleaders
12. *Beachcomber*
13. College Republicans
14. Brain Bowl Team
15. Drama Club (*Phi Rho Pi*)
16. Christian Activities Club
17. Data Processing Management Association (DPMA)
18. Students Against Violating the Environment (SAVE)
19. Legal Club
20. Students Together, Able, Responsible and Special Students (STARS)
21. American Dental Hygiene Association
22. College Democrats
23. Intramurals
24. Interior Design Club
25. Southeast Occupational Therapy Club
26. Literary Journal
27. Student Resource Center

### Edward M. Eissey Campus

1. Phi Theta Kappa (*Honors Society*)
2. Phi Beta Lambda (*Business Club*)
3. Journalism Club  
(*Beachcomber Magazine-EME*)
4. International Students
5. Student Activities Committee
6. Debate Club
7. Florida African-American Student Association
8. Respiratory Care Club
9. Astronomy Club
10. Northstage (*Drama Club*)
11. Photography Club
12. Video Club
13. Art Alliance
14. Intramurals

### Glades Campus

1. Phi Theta Kappa (*Honors Society*)
2. Student Government Association
3. Florida African-American Student Association

### South Campus

1. Phi Theta Kappa (*Honors Society*)
2. Black Student Association
3. Student Government Association
4. International Student Association

5. Southside Players (*Drama Club*)
6. Intramurals

To hold office in a student organization, a student must have a minimum 2.0 grade point average at the beginning of his/her tenure of office and must achieve a minimum 2.0 average during each semester of his/her stay in office.

To be a member of an academic honors society, a student must have at least a 3.2 average.

## COUNSELING SERVICE

The student services counseling staff is on duty on all four campuses during day and evening hours to provide counseling, academic advising and career information.

## DISABLED STUDENTS SERVICES

Palm Beach Community College complies with all laws and regulations applicable to qualified disabled individuals as required in section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990. These laws mandate reasonable accommodations which assures disabled students the opportunity for equal access to, and participation in, all College activities and/or services.

It is the responsibility of the student to apply for services and to provide the College with the appropriate documentation in support of a disability claim. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations before service can be provided.

Students with disabilities are encouraged to meet with the designated disabled student adviser at their individual campus before registration. Identifying special needs to the appropriate adviser is most helpful in providing information and services. The adviser can also act as an advocate and liaison with instructors, College staff and local agencies.

Disabled Student Coordinators and telephone numbers:

Central Campus:	Susan Lang 439-8174 (TDD)
Eissey Campus:	Donna Giuliana 625-2444 (TDD)
South Campus:	Kim Forst 367-4507 (TDD)
Glades Campus:	Annette Wilson 992-6168 (TDD)
District Coord:	Elivio Serrano 439-8151 (TDD)

## LOST AND FOUND

Recovered lost articles may be claimed at the Security office.

## STUDENT PUBLICATION

The *Beachcomber*, the College newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The *Beachcomber* has earned many state and national awards in recent years. The *Beachcomber* is located on the Central Campus. A College magazine is published on the Edward M. Eissey Campus.

## STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the Student Services office on each campus.

## HEALTH SERVICES

The following services are available in the Central Campus Student Health clinic which is staffed by a licensed nurse.

- Health counseling by appointment
- First-aid treatment
- Student accident insurance and application and claim forms
- Liaison with health agencies and personnel
- Health screening programs
- CPR and multimedia first-aid instruction
- Physical education medical waivers

Student Services offices on other campuses provide health information programming and health referral services.

In case of serious accident or illness, the family doctor and/or the parents, guardian or next of kin are notified immediately by the Student Services office.

**Acquired Immune Deficiency Syndrome (AIDS):** AIDS is a terminal disease with no known cure. The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact the Student Health clinic or one of the student services counselors.

**AIDS Policy:** The College will allow students with Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct



threat to other students, employees or the general public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the president. The committee will review the facts and recommend to the president whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The *Student Handbook* will provide information related to AIDS education or identify where additional AIDS education may be obtained.

**Measles Immunization:** It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending college. Immunization can be obtained in the following Health Department clinics from 2 to 4 p.m., Monday through Friday:

Delray Beach  
Lake Worth  
Belle Glade  
Riviera Beach  
West Palm Beach

**Accidents and Illness:** All accidents should be reported to a College official immediately. In case of injury or illness, competent first aid should be sought immediately. Call the College nurse, campus security or the office of Student Services or if the situation warrants, call for paramedic emergency assistance by dialing 911.

## HOUSING

Student housing is available at Panther Park, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of Central Campus. The townhouse-style housing, consisting of four bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual lease basis. Phone jacks are in each bedroom and cable TV is available. A clubhouse, swimming pool and volleyball court are all on the premises. Housing is for

students. Leases are available at the Panther Park Clubhouse. For further information, please call (407) 582-9100.

## INSURANCE

It is suggested that entering students consider applying for accident insurance while enrolled at PBCC, inasmuch as the College assumes no responsibility should an accident occur. Information may be obtained in the Student Health clinic (Central) or Student Services offices. Dental insurance is available to enrolled students. Applications are available in the Student Health clinic.

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by Student Services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

PBCC maintains an active membership in the National Intramural and Recreational Sports Association.

## TESTING SERVICES

Various testing programs for students and a test-scoring service for faculty are provided on each campus. A variety of national and state exams for students such as the CLEP, ACT, SAT, Central Technician Test, COPA Test, CLAST and State Teachers Exam are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus.

## VETERANS AFFAIRS

The College is state-approved for veterans' training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the Veterans Section of the Student Services office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just as other students; the exceptions are precertified Chapter 31 students (disabled vets under vocational rehabilitation). Any VA student may receive one deferment per year to pay his/her fees by completing the appropriate forms at the Veterans section of the Financial Aid office and taking them to the Cashier's office. Veterans who choose to defer their fees and fail to pay by the due date will be treated as other students who fail to pay fees. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the

student for training time computed as follows in table 2-1.

Time	Regular Term	Six-Week Term
Full	12 or more	(Depends
3/4	9-11 sem. hrs.	on
1/2	6-8 sem. hrs.	specific
Fees Only	1-5 sem. hrs.	courses)

Table 2-1

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted which proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. A veteran or other eligible student will be subject to the attendance criteria covered elsewhere in this *Bulletin*.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their quality point average is below that indicated in table 2-2.

## 6 Student Services

Semester Hours Attempted	Grade Point Avg.
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

Table 2-2

5. If the appropriate quality point average has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).

It is the responsibility of the veteran to advise the Veterans Affairs office of any changes in status, i.e., address, withdrawal from class, etc.

The coordinator of Veterans Affairs is located in the Financial Aid office.

### STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Registrar's office, Student Services office, Career Center and division chairpersons' offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information as outlined in the Notice of Proposed Rule Making, published in the Federal Register of April 8, 1977, on page 18749, paragraph 178.5 (f), (g), (h).

### RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law.

Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar, and which come within the accommodation requirement.

A student who is denied accommodation may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the vice president of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the College president, whose decision on the matter shall be final.





## Chapter 3

Financial aid, consisting of scholarships, grants, loans and student employment, is available to assist deserving and qualified students in attending Palm Beach Community College. Nearly all aid is given on the basis of need determined through financial analysis done by the U.S. Department of Education. (Forms are available at the Financial Aid office on each campus.)

A completed financial aid application and a financial analysis must be on file in the office of financial aid. An official award of financial aid cannot be made until an application for admission to Palm Beach Community College has been approved; however, a student should not wait for a notice of admission before submitting an application for financial aid. Applications for financial aid should be submitted as soon as possible after January 1. Applications will be considered according to the availability of funds and need. A new application for financial assistance for all programs must be submitted each year.

### STANDARDS OF PROGRESS FOR STUDENTS RECEIVING FEDERAL PELL, FSEOG, FEDERAL WORKSTUDY, FEDERAL STUDENT LOANS AND FSAG

In accordance with federal regulations, students participating in any of the federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards shall also apply to state aid programs and shall be effective as of the 1984 fall semester for all financial aid recipients, including those who received assistance prior to August, 1984.

These standards are also applicable during periods of enrollment for which a student was not a recipient of federal or state financial aid.

To be considered to be making satisfactory academic progress, the student must maintain the minimum standards as shown in table 3-1.

Sem. Hrs Attempted	Gr. Point Avg.
1 - 14	1.4
15 - 27	1.6
28 - 45	1.8
46 and over	2.0

Table 3-1

In addition to grade point average, the student must successfully complete the num-

ber of academic credits per semester as indicated below:

1. A full-time student or one who enrolls in 12 or more academic credits during a semester must earn at least eight of those credits.
2. A three-quarter-time student or one who enrolls in nine-to-11 credits during a semester must earn at least six of those credits.
3. A half-time student or one who enrolls in six-to-eight academic credits during a semester must earn at least four of those credits.

Full-time students shall be eligible to receive financial aid for a maximum of eight academic semesters. Part-time students eligibility time frame shall be in direct proportion to that of full-time students.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress shall be placed on Financial Aid Probation for one semester, during which time they will continue to be eligible for financial aid.

Students who fail to satisfactorily meet the stipulated Standards of Academic Progress by the end of their Financial Aid Probation period shall be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive financial aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving financial aid may have their eligibility reinstated in one of the following ways:

1. Through an appeal procedure.
2. By meeting the Standards of Academic Progress through enrolling in courses at the College without the benefit of financial aid.

A student under Financial Aid Suspension may appeal suspension by submitting a written statement to the Financial Aid director. The Financial Aid director will review the appeal and determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid director denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to Financial Aid Probation for an additional semester. Following this second probationary period, the student shall not be eligible for further financial aid until such

time as the Standards of Academic Progress are satisfactorily met.

### SCHOLARSHIPS AND GRANTS

Many scholarships and grants are available to students through college, state and federal funds and through the generosity of individuals and private organizations. These scholarships are awarded on the basis of need, special talents and academic achievement.

Students seeking athletic scholarships should contact the director of Athletics.

Music grants are awarded on the basis of auditions through the Music department.

### President's Scholar Awards

President's Scholar Awards are scholarships given to Palm Beach County high school graduates in recognition of outstanding performance as evidenced by their being ranked in the top 10 percent and having a 3.0 grade point average in their graduating class. The names of high school students who are ranked in the top 10 percent and have a 3.0 grade point average are requested from each school principal. (Participating high schools have to meet accreditation criteria required by PBCC.)

### Graduating Sophomore Scholarships

Between 40-50 scholarships, varying from \$100-\$2,000, are available for graduates of Palm Beach Community College going on to upper division. A 3.0 GPA average is required in most cases, and need is an important factor.

### Federal PELL Grant

A federally sponsored program of aid is available for full-time and part-time students. The amount of award based on family income is determined by a contractor of the United States Office of Education.

### Federal Supplemental Education Opportunity Grants

A federally sponsored program provides grants varying from \$100-\$4,000 for especially needy students.

### Florida Student Assistance Grant

Awards are made by the State of Florida for students who are residents of Florida and have demonstrated financial need.

### Elisabeth Erling Special Grant Program

The Elisabeth Erling Special Grant program, established in 1991 in honor of PBCC's Vice President of Planning and In-

formation Systems, is available to students who show need or merit as determined through the campus financial aid process. The campuses have the responsibility of selecting the grant recipients, determining the amount of the grant and forwarding the award information to the district Financial Aid office for processing.

### STUDENT EMPLOYMENT

#### Federal College Work-Study Program

Through federal assistance, campus employment is available to students who demonstrate need and qualify for this program.

### LOANS

While unnecessary borrowing is not encouraged if other forms of aid are available, loans are a major source of student financial aid.

#### Emergency Loans

A fund has been established to permit a student a \$10-to-\$400 loan for emergency purposes. Loans are made only to students in good standing and cannot be used for registration fees. Loans must be repaid no later than two weeks before final examinations in the term in which the loan is made. A two percent service fee may be charged.

#### Federal Parent Loans and Federal Supplemental Loans

A federally sponsored program enables parents and independent students to borrow up to \$4,000 per academic year. The present maximum interest rate for these loans is 11 percent, but interest rates are variable, so check with your lender.

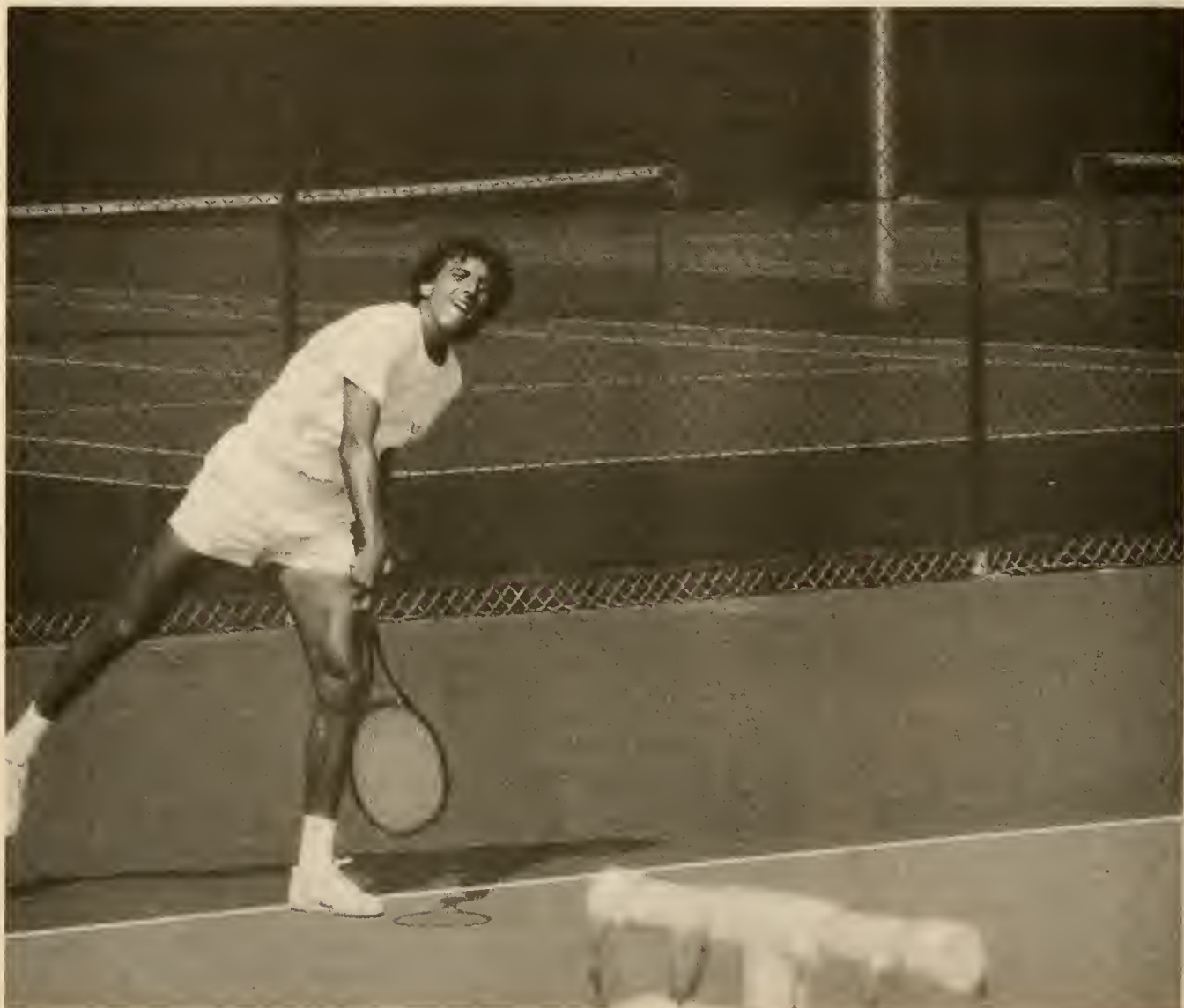
#### Federal Subsidized Stafford Student Loans

Through federal assistance, loans cover-

ing a student's needs are available through banks, savings and loan agencies, credit unions and the state. Application and financial statement must be submitted to the College to review and then submitted to the lending agency. Interest begins after the student leaves college, and repayment may be made over a 10-year period. Present interest rates are variable with a current maximum of nine percent.

#### Federal Unsubsidized Stafford Student Loans

Same terms and conditions as Federal Stafford Loans, except the borrower is responsible for interest that accrues while he/she is in school. The program is open to students who may not qualify for subsidized federal Stafford Loans or may qualify for only partially subsidized federal Stafford Loans.





## Chapter 4

### ADMISSION CRITERIA

#### Certificate of Graduation

Palm Beach Community College will accept transcripts indicating graduation from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any accredited college or university.

Candidates for admission who have graduated with a standard high school diploma from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state schools, may not be admitted to Palm Beach Community College if, in the opinion of the Admissions Appeals Committee, they will not be able to meet the academic standards expected of students at PBCC.

### ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

#### 1. Admission Forms

Complete the application form located in the back of the *Bulletin* in detail, sign the residence affidavit and forward completed application and fee to the Admissions office of the campus of your choice.

#### 2. Transcripts

Send the transcript request form located in the back of the *Bulletin* to the high school and request that your transcript be sent immediately to the PBCC Admissions office.

If you have attended college elsewhere, you must request official transcripts from all colleges attended. Request that transcripts be sent directly to the PBCC Admissions office.

**Transcripts are official only when they are mailed directly from the previous institution to PBCC. Those transcripts delivered by a student are not considered official.**

#### 3. Measles Immunization

The Center for Disease Control and the HRS Palm Beach County Public Health Unit recommend revaccination for all students at the school and all school personnel born in or after 1957 who cannot provide documentation that they received two doses of measles-containing vaccine on or after their first birthday or other evidence of measles immunity (documentation of physician-diagnosed measles or laboratory evidence of immunity to measles).

#### 4. Placement Tests

All first-time-in-college, degree-seeking freshmen are required to take the ACT, SAT, MAPS, ASSET or CPT, (students are encouraged to take test early) and have their scores reported to PBCC. Non-degree seeking students desiring to enroll in mathematics or English also must report scores. **Students who do not have scores are not eligible for financial aid.** Results of this test are used in the academic advising process to help place students into proper levels of English, mathematics and reading courses and are not otherwise used for admission to the College. Students should complete placement testing prior to enrolling in classes and are to register in courses as indicated by the results. Students may not take these exams to exempt a course while enrolled in the course. After completion of a prep class, the student may retest and, if successful, will not need to enroll in the prep area for which they passed the exam. The ACT is offered two times a year. Check with the campus Testing Center for dates. Transfer students from accredited colleges who have completed their English and mathematics requirements prior to entering Palm Beach Community College are not required to complete placement testing.

#### 5. Orientation

All first-time-in-college, degree-seeking students **must** attend New Student Orientation. All new students to the College are expected to participate. Days are designated for orientation prior to the beginning of each term. Early orientation sessions are available by appointment only. A review of College policies, programs and activities will be presented to assist the student in making the transition to college life. Academic advisement and registration will follow the orientation session.

#### 6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the Admissions office complete with dates for orientation, registration and final testings. Limited or selected admission programs require a second step in the admission process.

**Any student falsifying application records will be subject to immediate dismissal without refund.**

#### 7. Non-degree Forms

The non-degree form may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree form shall not be used with degree-seeking or certificate-seeking students or with students seeking any type of financial aid (social security, veteran benefits, federal grant scholarships, etc.) or by international students on an F-1 Visa. **Non-degree seeking students are not eligible for financial aid or to participate in campus organizations.**

### STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

Applicants who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development (GED) tests. These tests are administered in the office of Adult Education, which is an official testing center for the State Department of Education. The GED test **MUST** be taken in English, and the official transcript must be sent directly from the GED Testing Center to the Admissions office.

Students 18 years of age or older who do not possess a high school diploma or GED may be admitted as a special student. Upon completion of the first 12 semester hours, if at least a 2.0 cumulative grade point average is attained, the student shall be admitted to A.S. degree or certificate programs (excluding selected admission programs) that do not require a high school diploma or GED.

### ADMISSION POLICIES

Palm Beach Community College does not discriminate on the basis of race, color, ethnic status, national origin, sex, marital status or handicapped status in admissions, educational programs or other College programs and practices.

In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the Registrar's office.

One of the conditions for entrance into Palm Beach Community College is that the student gives his/her authorization for the College to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years, who has previously been expelled from a junior college or university within a two-year

period for unlawful possession, sale or use of a narcotic or for campus disruptions.

### ADMINISTRATIVE DIRECTIVE ON ENTRY-LEVEL TESTING

In the spring of 1979, the Florida Legislature enacted CS/HB 1689, a bill designed to improve the quality of college education in Florida. The two goals of the bill were: 1. To ensure that students entering their freshman year are correctly placed so that they can acquire essential college-level communications and computational skills; 2. To ensure that students entering the junior year have acquired those communications and computational skills essential to success in upper division programs.

As a consequence, all first-time-in-college, degree-seeking students must present scores from either the SAT, ACT, ACT Enhanced, CPT, ASSET or MAPS. As shown on the following chart, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college-preparatory courses. Students placed into the college-preparatory program will be allowed three semesters to complete each subject area.

Each adviser will use this information for

placement of a student in mathematics, English or reading classes.

1. The American College Test (ACT) Enhanced version or CPT shall be the preferred test used in the initial placement of students in mathematics, English and reading courses. Scores on the SAT, ACT, ASSET or MAPS will also be accepted.
2. Each first-time-in-college student entering a credit program shall be tested for placement purposes.
3. Students who test into the college-preparatory program shall begin taking college-preparatory courses during their first 12 semester hours of credit course work at the College and should continue to enroll in college-preparatory courses until all preparatory requirements are completed.
4. College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be six contact hours per week.
5. The entry-level test cutoff scores are determined by Florida Commissioner of Education and the State Board of Education and were effective fall 1985. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.

6. The cutoff scores for the ACT, ACT Enhanced, CPT, ASSET, MAPS and SAT for mathematics, English and reading courses shall be those given in the table 4-1. Students may be placed in a course lower than indicated by test scores but not in higher one.
7. Prospective students should take ACT/Enhanced on one of the five national test dates established by the ACT Corporation. Applications may be secured from any high school guidance office or the Palm Beach Community College Testing Center. It takes approximately five weeks to receive scores from a national test date. Students who cannot meet deadline dates for national testing may take the CPT on the Palm Beach Community College Campus on specific dates, prior to each registration period. Please contact the Testing Center for dates and times. The student will bear the cost of the test.
8. College preparatory courses (ENC 0020 College Preparatory English, MAT 1024

	ACT	ACT Enhanced	SAT	CPT	ASSET New	MAPS
REA 1008 - College Preparatory Reading Level (4 hrs. - 6 contact hrs.)	13 (Composite)	1-15 (Reading)	0-339 (Verbal)	0-77 (RS)	0-36 (RR)	0-14 (R)
ENC 0020 - College Preparatory English (4 hrs. - 6 contact hrs.)	1-14 (English)	1-15 (English)	0-30 (TSWE)	0-77 (SS)	0-36 (LR)	0-30 (E)
ENC 1101 - Freshman Communications I	15 & above (English)	16 & above (English)	31 & above (TSWE)	78 & above	37 & above	31 & up
ENC 1121 - Honors Freshman Communications I	23 & above (English)	27 & above (English)	49 & above (TSWE)	81 & above	NA*	33 & up
MAT 1024 - Basic Algebra (4 hrs. equivalent - 6 contact hrs.)	0-12 (Math)	0-16 (Math)	0-390 (Quant.)	0-63 (EA)	0-36 (EAR)	0-211 (M)
MGF 1104 - Mathematics for College Students or MAT 1033 - Intermediate Algebra (Appropriate test scores plus high school algebra or MAT 1024)	13 & above (Math)	17 & above (Math)	400 & above (Quant.)	64 & above (EA)	37 & above	212 & up
MAC 1102 - Algebra for College students or STA 2014 - Statistics (Appropriate test scores plus two years high school algebra or "C" or better in MAT 1033)	14 & above (Math)	18 & above (Math)	410 & above (Quant.)	65 & above (EA)	NA*	NA*
MAC 1140 - Pre-Calculus (Appropriate test scores plus two years high school algebra or "C" or better in MAC 1102)	20 & above	22 & above	450 & above (Quant.)	43 & above (CLM)	NA*	NA*
MAC 1114 - Trigonometry or MAC 2233 - Survey of Calculus (Appropriate test scores plus two years high school algebra or "C" or better in MAC 1140)	23 & above (Math)	23 & above (Math)	480 & above (Quant.)	63 & above (CLM)	NA*	NA*
MAC 2311 - Calculus and Analytic Geometry I (Appropriate test scores plus high school trigonometry or "C" or better in MAC 1114)	27 & above (Math)	28 & above (Math)	540 & above (Quant.)	89 & above (CLM)	NA*	NA*

\* NA means that concordant scores are not yet available.



Basic Algebra, REA 1008 College Preparatory Reading). These courses, if indicated through placement testing, must be completed in addition to all course requirements in the program you choose.

## HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school to enroll concurrently in courses offered by Palm Beach Community College. Specially selected students may receive up to seven college credits each fall and winter term. Credits can also be applied toward high school graduation with principal's approval.

Any Palm Beach County public or private high school student, in order to be eligible for participation in the Dual Enrollment program, must have:

1. Completed his/ her sophomore year.
2. Achieved a grade point average of 3.0 or higher.
3. Received approval of the high school principal.
4. Satisfied any course prerequisites.
5. Placement testing scores adequate for English or mathematics.
6. A recommendation/approval from parent, counselor and principal.
7. An expressed intention to pursue a college degree.

Qualified students must obtain a Dual Enrollment Permission form from their high school guidance counselor. This completed form must be submitted to the Registrar's office at Palm Beach Community College, along with a regular PBCC application form for admission and a partial transcript to date. A new dual enrollment form will be submitted for each term enrolled. The student may then register for the PBCC courses offered at the high school site, or with special permission from the high school principal, courses offered on the College campus. Courses not included are those remedial in nature or any which are duplicates of courses available at the high school and all physical education courses.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Fees will be waived when course work is being used towards high school graduation.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his/her high school to ensure that requirements for graduation from high school are

met. Students participating in these programs must maintain a 3.0 high school grade point average and must earn a grade of C or better in their college-level work.

Students who are dually enrolled will not be permitted to participate in College activities.

## EARLY ADMISSION

High school seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. The student may be awarded a high school diploma with his/her regular class or as determined by the school principal provided that the student has completed two college semesters or equivalent with a normal class load and has maintained at least a C average or equivalent.

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the Admissions office from each college or university attended.
2. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Community College.
3. Palm Beach Community College accepts on transfer only those courses completed at other institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used in Areas I, III, IV, and VI of General Education Requirements.
4. Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the Admissions Appeals Committee.

## TRANSFER CREDIT

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. Provisions may be considered when an institution appeals the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the Registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies.

## TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution should complete Palm Beach Community College Application forms, or if they have previously been students at PBCC, a readmission form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office. If the student wishes to continue attendance at Palm Beach Community College, he/she must file a complete transcript of his/her academic record from the other college(s) in order to meet admissions.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College.

## INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for international students are:

1. Applications must be submitted at least three months prior to the anticipated enrollment if the applicant plans to attend with an F-1 (student) visa. The application form must be completed and signed by the applicant. Applications for international students will be accepted for the fall and winter 16 week terms ONLY (August or January).
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high



school graduation. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company.

3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing, and understanding the English language by submitting a score of 500 on the Test of English as a Foreign Language (TOEFL). This (TOEFL) is administered by ETS, the Education Testing Service, Princeton, New Jersey 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the District Registrar's office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the MELAB (Michigan Test) or an ELS Level 109 may be accepted in lieu of the Test of English as a Foreign Language. A score of 140 on the Comprehensive English Language Test (CELT) administered by PBCC may be used to demonstrate proficiency in the English language.
4. Applicants must present a statement from a local sponsor indicating that they will assume responsibility for housing accommodations and transportation.
5. International student applications must provide an Affidavit of Support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No financial aid is available to international students, although limited funds for emergencies are sometimes made available by local community organizations through the Financial Aid office.
6. International applicants transferring from any postsecondary institution must have at least a 2.0 GPA, be in status with immigration and be in good standing (i.e., eligible to continue at or return to their present institution).
7. Medical insurance is required of all international students and can be provided through the College's Health Services department.
8. It is the student's responsibility to comply with all non-immigrant alien requirements from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations.

The following conditions apply:

- a. International students must maintain full-time academic status (12 hours

both fall and winter semesters) and may not enroll as non-degree seeking students.

- b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- c. International students must keep a current passport that is valid for at least six months into the future.
- d. International students must have travel documents reviewed by the foreign student adviser before leaving the USA.
- e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the District Registrar's office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration & Naturalization Service.

## DUAL COLLEGE ENROLLMENT

A currently enrolled student at Palm Beach Community College may not attend another institution, except with permission from the Registrar's office of Palm Beach Community College.

Credit will not be granted by Palm Beach Community College if a student is enrolled in another college without permission during the same session. The Palm Beach Community College registration will be canceled and a refund may be denied.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the dean of his or her college to attend PBCC. Forms may be obtained in the Registrar's office, Florida Atlantic University or Palm Beach Atlantic College.

## READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more terms should:

1. Obtain and complete a readmission form from the office of the Registrar.
2. File for additional forms or transcripts necessary to update admission records.

## STUDENT RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his/her first registration at Palm Beach Community College. Students may petition to reclassify to resident student at the change of term after having their legal domicile, for tuition purposes, in the State of Florida for 12 months. To change to resident student, a Residency Request form must be submitted along with

evidence of residency to the Registrar's office prior to the first class meeting.

## RESIDENT STUDENT

A student is considered to be a resident student when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the State of Florida for at least 12 months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions.

Documentation appropriate to the particular exception will be required.

1. Active duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.
2. Full-time instructional and administrative personnel employed by Florida state public schools, community colleges and institutions of higher education; their spouses and dependent children.
3. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
4. Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
5. A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
6. A dependent child whose parent(s) has established residency in the State of Florida for a minimum of 12 months and who is divorced, separated or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
7. A person who has established 12 months residency in the state who later loses his/her residency may be considered a resident for fee purposes for 12 months after the point of abandonment.
8. A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered not to have lost residency. This is a one-time benefit.

## OUT-OF-STATE STUDENT

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place



of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration, he will be classed as an out-of-state student. (Proof of guardianship is required.) Employees of the School Board of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees may obtain the proper form from the County Superintendent's office or from the College.

### RESIDENT ALIEN AND OTHERS

Students who are permanent residents of the United States, refugees or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the State of Florida 12 months immediately preceding the first day of class. International students and others with non-immigrant visas cannot be considered for in-state residency.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program (CLEP) tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded a maximum of 45 semester hours of credit. Twenty-one hours may be earned through the following general examinations: natural-sciences, mathematics, humanities, social sciences and history. Additional credits may be earned through various subject examinations. CLEP credit may not be used to satisfy Gordon Rule requirements.

Effective August 1, 1983, Palm Beach Community College no longer gives credit

for English through the CLEP general examination in English composition or the English composition with essay.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he/she expects to transfer and determine the acceptability of this credit.

### ADVANCED PLACEMENT

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Community College is transferable to Florida institutions of higher education participating in a statewide agreement.

### DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course examinations. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered. If the student drops during the first five days of the semester, the credit will not be granted.

### MILITARY SERVICE CREDITS

Palm Beach Community College grants credit for United States Armed Forces Institute (USAFI) College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use the USAFI GED for admission.

### HANDICAPPED STUDENT SUBSTITUTION

Eligible handicapped students as defined by State Board of Community Colleges Rule 6H-1.041 shall be granted reasonable substitutions with regard to admission and graduation requirements.

The Handicapped Student Substitution Committee, consisting of a student services administrator, academic affairs administrator, handicapped services counselor and two other professional personnel, reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

### NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status or handicapped status in admissions, educational programs or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs, or for campus disruption.

The College District Equity Coordinator is the Director of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (407) 439-8018. His responsibilities include all areas of discrimination or alleged discrimination of protected classes.

### RELEASE OF TRANSCRIPTS

In being admitted to the College, the student authorizes the College to release transcripts to governmental and educational agencies as might be appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

### SPECIALIZED PROGRAMS

All students must complete the five steps listed under admission procedures. Additional requirements for certain specialized programs are listed in the programs section of this *Bulletin*. Requirements must be completed before admission to the College.





## Chapter 5

### CLASS ATTENDANCE, WITHDRAWAL AND CHANGE-OF-GRADE PROCEDURES

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90 percent of the class meetings to receive credit for a course. An accurate record of attendance will be kept for each class.

Instructors may give a non-punitive WX grade for excessive absences (absent from 10 percent or more of the class meetings) for up to 60 percent of the course term. No WX grades shall be given after 60 percent of the course term has elapsed.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction.

Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Instructors will decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergency reasons.

Students may withdraw from class or change from credit to audit by submitting the required form to the Registrar's office prior to the deadline. Most of the deadline dates are published in the *College Bulletin*. Normally, these dates are the end of the 10th week of the fall and winter terms, and the end of the fourth week of each of the summer terms. In cases of courses with non-standard beginning or ending dates, the withdrawal and audit deadline is at the end of 60 percent of the course term. Students with questions about withdrawal and audit deadlines should contact their academic adviser or instructor. Official withdrawal or audit forms filed in a timely manner with the Registrar's office entitle students to a non-punitive grade of W or AU, respectively.

Incomplete grades must be removed within 30 calendar days after the first scheduled day of classes in the subsequent fall or

winter term or they are automatically changed to F.

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following winter term. Any grade changes for classes taught in the winter term or either of the summer terms must be completed before the end of the following fall term.

### Absence from Examinations

Absence from an examination will count as a failure unless it is for extreme necessity, and a special examination is taken later. A fee will be charged for administering the exam.

### GRADING

#### Grading System

The following grading system is used at Palm Beach Community College:

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- L - Instructor Grade Late
- N - No Pass
- NR - Grade Not Reported
- P - Pass
- I - Incomplete<sup>1</sup>
- W - Withdrew
- AU - Audit
- NC - Non-credit Course
- WA - Administrative Withdrawal
- WX - Withdrawn for Excessive Absences

#### Grade Point Average

The cumulative grade point average is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

### Grade Reports

Grade reports are mailed to the student's permanent mailing address on file in the Registrar's office at the end of the term. It is the responsibility of the student to notify the Registrar's office of any address changes.

### Incomplete Grades

Incomplete grades are automatically changed to F if not made up within 30 calendar days after classes begin in the subsequent fall or winter term.

### President's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.8 or higher will be placed on the President's List.

### Dean's List

At the end of fall and winter terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of winter term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and winter terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List.

### Academic Probation

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation. Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted.

### STANDARDS OF PROGRESS

Cumulative Quality Point Average of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted

<sup>1</sup> See section concerning incomplete grades.

Probation will be calculated at the end of each school term (both summer terms will be considered as one term).

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and winter terms and four semester hours during either of the summer terms.

A committee on probation will be appointed by the College president to hear any appeal cases.

## SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons.

## GENERAL ACADEMIC POLICIES

### Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the PBCC District Board of Trustees, administration and the faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the *Student Handbook*.

### Security of Student Records

#### 1. Inspection of Records

##### a. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act, (The Buckley Amendment), the student records at PBCC (located in the office of the Registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

- (1) School officials who have legitimate educational interests.
- (2) State educational authorities.
- (3) Federal and state officials representing state or federal programs.
- (4) Persons having written authorization for release.
- (5) Officials in compliance with judicial orders.

##### b. Viewing the Record

- (1) Permanent records are never permitted out of the office of the Registrar.
- (2) Students may view their records at the counter in the presence of office personnel.
- (3) Students may view their transcripts from other institutions but may not obtain a copy of the record, except by

writing to request a copy from the institution from which the transcript originated.

#### 2. Prior Consent for Disclosure or Release of Records

##### a. Copies of material in record

- (1) Transcripts are released only upon written consent of the student.
- (2) A \$3 fee for each transcript issued must accompany each request. Fax services are available for an additional charge.
- (3) If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (a.2) will be applied (As per paragraph #99.11 of the Buckley Amendment).

##### b. The Privacy Act classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- (1) Dates of attendance.
- (2) Major field of study.
- (3) Weight and height of members of athletic teams.
- (4) Degrees and awards received.
- (5) Educational institution attended.

A student must submit to the Registrar's office a written notice stating which of the above items are not to be released to the general public.

##### c. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

#### 3. Right to Have and Procedure for Conducting a Hearing

- a. If a student feels that there is an error in the permanent record, the student should contact the office of the Registrar to arrange for a hearing.
- b. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.
  - (1) The hearing will be within a reasonable period of time after the request is received.
  - (2) The student shall be given notice of date, place and time reasonably in advance.
  - (3) A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## Unpaid Accounts

Unpaid student accounts to the College will be considered cause for cancellation of registration, graduation, granting of credit or release of transcript.

## Prerequisites

A student who registers for any course for which the student has not completed the prerequisites must consult with the chairperson of the division offering the course. The chairperson may make the decision to remove the student from the course, move the student to the prerequisite course or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence. However, students who may need to refresh their skills may register for audit in the lower level course.

## Regulation Changes

Any statement in this *Bulletin* is subject to change by the Administrative Committee of the College.

## Repeated Courses and Academic Average

Only the last attempt of a repeated course is used in quality point average computation. The forgiveness policy pertains only up to the time of the awarding of degree and does not extend beyond that time.

## Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

1. The course was administered by a regionally-accredited institution.
2. The minimum grade C was earned.
3. The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
4. None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Community College does not offer correspondence courses.

## Freshmen and Sophomores

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. When the student has completed less than 24 hours of credit, the student is a freshman.

## Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer term student must enroll



in four semester hours in each six-week term to be considered full-time during that term. Although audit courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

### Auditors

A student may be admitted to any course that does not require selected admissions as an auditor with the consent of the Registrar. Students auditing a course must attend class, but are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Tuition and all special fees apply. An instructor may withdraw (WX) an audit student for nonattendance.

### COLLEGE LEVEL ACADEMIC SKILLS TEST

The State of Florida has developed a test of college-level communication and computation skills. The test is called the College Level Academic Skills Test (CLAST).

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and the State Board of Education.

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. At least 18 semester hours of college level course work have been completed satisfactorily;
2. The AA general education requirements

in English composition and Gordon rule mathematics have been met;

3. The student has achieved a grade point average of 3.0 and/or has passed the CLAST Review course.

All students completing associate in arts degree programs and associate in science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984 must meet the standard scores established by the State Board of Education: (See Table 5-1)

### Retakes

Students may not retake any subtest of the CLAST for which they already have a passing score. Students who have met the eligibility requirements as stated and who fail one or more parts of the CLAST will be required to complete additional course work or remediation approved by the campus academic dean in order to be eligible for a retake of any subtest of the CLAST.

### Student Course Load

Most students are not permitted to enroll in more than 18 semester hours. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours during the fall or winter term and nine semester hours during summer A or summer B term.

### GRADUATION REQUIREMENTS

General requirements for graduation from

Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the associate in arts degree or the associate in science degree rests with the student.

Students have the option of graduating under either the catalog in force at the time they enter the College or the catalog in force at the time they complete requirements for a degree; however, if their attendance is interrupted, they must graduate under the catalog in force when they are readmitted. (Six-week summer A or summer B sessions are not included in determining uninterrupted attendance.)

1. Associate in arts degree students must complete 62 semester hours with 60 semester hours of academic work exclusive of occupational and physical education activity courses.
2. All students must earn at least 15 credits at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the *Bulletin*. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 or C must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.  
All students must have a minimum of 2.0 GPA for all courses attempted in order for them to be awarded a program certificate.
4. All students will be required to complete two physical education activity courses. Exceptions to this requirement are: Adults who have reached their 35th birthday, veterans with two years of service other than reserve and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.

The waiver is for physical education courses only and does not affect the total number of hours for graduation; therefore, two additional hours of college work must be completed in lieu of the courses that were waived.

Two semester-hours credit physical education courses are for physical education majors only and will not satisfy graduation requirements for other majors.

5. The health course general education requirement may be met by HSC2200, Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All

	Reading	Writing	Computation	Essay*
Aug. 1, 1984 to July 31, 1986	260	265	260	4
Aug. 1, 1986 to July 31, 1989	270	270	275	4
Aug. 1, 1989 to Sept. 30, 1991	295	295	285	4
Oct. 1, 1991 to Sept. 30, 1992	295	295	290	5
Oct. 1, 1992 and thereafter	295	295	295	6

Table 5-1

\*In October 1991, the essay scoring scale was revised. A score of 5 on the revised scale is equivalent to a score of 4 on the former scale.

A student is required to meet the minimum standards on all four subtests in effect at the time he/she initially takes the test.



students become eligible to take this exam by paying the current administrative fee.

6. **Students must make formal application for graduation on the form furnished by the Registrar and completed by the academic adviser.**
7. Participation in graduation exercises is expected of all graduates who are eligible for graduation. The application must be presented and the graduation fee paid at the time the student registers for his/her final term.
8. **General education requirements are specified under the associate in science and associate in arts sections. Completion of general education requirements cannot be certified until all other requirements of the degree have been met.**

9. To obtain full benefits of articulation agreements between Palm Beach Community College and the Florida State University System, a student must fulfill all graduation requirements for an associate in arts (AA) degree.

10. **The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. degree must have 60 semester hours of ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES. General education certification of an approved program of not less than 36 semester hours is required.**

11. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits

have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.

12. Graduation with an associate in arts degree requires passing all four sections of CLAST. Passing scores will be announced by the State of Florida each year. Responsibility for taking and passing the CLAST rests with the student.

13. Students will be recognized for high achievement on the commencement program as follows:

*With honors* . . . . . 3.20 to 3.49

*With high honors* . . . . . 3.50 to 3.79

*With Presidential honors* . . . 3.80 to 4.00





## Chapter 6

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one which may be used to purchase books and supplies. All fees are subject to change by action of the PBCC Board of Trustees.

### BASIC FEE SCHEDULE

Student fees at Palm Beach Community College have been established by the Board of Trustees effective as follows:

#### Tuition Fees

	Per Semester Hours All Terms
In-State Student (Florida residents)	\$ 35.80
Out-of-State Student (Non-Florida resident)	\$133.20

Lab fees have been established for all courses which require expendable materials in addition to above fees. Additional lab fees may be assessed as required.

#### Additional Lab Fees

	Fee - non-refundable
Application Processing Fee	\$20.00
Application Processing Fee for International Students	\$30.00
Registration Fee	\$5.00 (one time per term)

### SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule. Special fees may vary from campus to campus.

#### Applied Music Fees

All applied music courses require special fees.

Applied music courses are numbered MV, and may be MVB (Brass), MVK (Keyboard),

MVP (Percussion), MVS (Strings), MVV (Voice) or MVW (Woodwinds).

Class Instruction	Fee
2 hours weekly	\$40.00

Private Instruction	Fee
1 hr. weekly, 2 semester hrs. credit, fall, winter terms	\$100.00
1-1 1/2 hrs. weekly, 1 semester hr. credit, spring, summer terms	\$ 50.00

### Center For Early Learning Fees

Philosophically, the Center for Early Learning is Montessori-based. The staff believes that each child is unique and learns best through his/her interactions with the environment. The classroom and curriculum are designed to encourage each child to move freely and make choices, to interact with one another, to work-play with developmentally appropriate materials and to use adults as resources and partners in learning. It is through the child's work-play that he/she will gain the skills and confidence necessary to become an independent learner with understanding, based on experiences, of the world in which he/she lives.

1. The non-refundable registration fee of \$25 is to be paid by the parents of the student prior to enrollment each term.
2. The enrollment fee is \$40 per week for each child. Included in this fee is a \$1.25 per week charge for snacks.

### Delinquent Accounts (Including Returned Checks)

Returned Check Fee . . . . . \$20.00  
OR  
five percent of check, whichever is greater

Any student who has a delinquent account shall be notified.

If the delinquency is not cleared within the time period specified, the office of Student

#### NOTE

Special fees are assessed in addition to the basic fee schedule and are subject to change.

Special fees may vary from campus to campus.

Services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

### Dental Hygiene Clinic Materials Fees

#### Cleaning and X-rays:

Employees and students . . . . . \$5.00  
Anyone off-campus  
over 18 years of age . . . . . \$15.00  
Anyone off-campus  
under 18 years of age . . . . . \$10.00

#### X-rays only:

Employees and students . . . . . \$3.00  
Anyone off-campus  
over 18 years of age . . . . . \$8.00  
Anyone off-campus  
under 18 years of age . . . . . \$5.00

### Examination Fees

Examination	Fee
Final Make-up Exam	\$ 3.00
Department and Special Course Exam	Current Admin. Fee
Special Announced Make-up Exam	\$ 2.00

### Graduation Fee

Graduation Fee . . . . . \$25.00

### Liability

Student Insurance Fee . . . . . \$12.50

Required in certain courses where the student is providing a service to the public. Payable once per calendar year.

### Library Fees

If a book is lost, you pay the acquisition price of that book. For an overdue book, the charge is \$.05 a day per school day, excluding weekends. You will only be charged up to the acquisition price of the book.

### Other Individual Program Costs

Students enrolled in Dental Assisting, Dental Hygiene, Nursing, Paramedic, Mental Health Technology, Occupational Therapy Assisting, Radiography, Respiratory Therapy and Sonography must purchase approved insurance and provide the transportation to the agencies for clinical experience. Most of these students must purchase approved uniforms and/or special kits as required.

Art, Engineering, Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks.

### Parking, Traffic and Moving Violations

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year. (Amounts charged for decals, parking and traffic fines are subject to change by the District Board of Trustees.)

Decals will be obtained at the Security office and College bookstore for the following amounts:

Decals	Fee
Fall or winter term	\$5.00
Spring and summer term	\$ 5.00
Annual	\$10.00
Replacement and for temporary use of another vehicle	\$1.00

Decals will be required for workshops as follows:

(a) Up-to-seven weeks, temporary guest decals will be issued free.

(b) Seven weeks or more, a decal must be purchased, priced as above.

Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

An area south of Eissey Street will be designated as decal-free parking after 4:30 p.m.

### Parking And Traffic Fines

Parking in handicapped space . . .	\$25.00
Failure to register a vehicle . . . .	\$10.00
Parking and miscellaneous violations . . . . .	\$10.00

Moving Violations Offense	Fee
First	\$10.00
Second	\$20.00
Third	\$30.00
Fourth	Automatic suspension of campus driving privileges

### Student Fee Audit

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay

them. Over collection of fees will be refunded.

### Physical Education Fees

Physical education fees are estimated and are subject to change. These fees may vary from campus to campus.

Aquatics (Fundamentals of)	
PBCC Central . . . . .	\$ 17.00
Aquatics (Fundamentals of)	
PBCC Eissey . . . . .	\$ 5.00
Bowling . . . . .	\$ 35.00
Racquetball, PBCC Eissey . . . .	\$24.00
Scuba, PBCC Central . . . . .	\$100.00

### Short Course, Non-credit Fees

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

No refunds of \$5.00 or less will be made for workshops except for cancellation.

### Transcript Fees

Transcript Fee . . . . .	\$3.00
Additional transcripts will not be issued until this fee is paid.	

### REFUNDS

It is the responsibility of the student to file a completed official withdrawal form with the Registrar's office when withdrawing from a course or from the College.

The refund schedule is based upon the dates listed in the calendar of events that appears in the front of the *Bulletin* and in the *Student Handbook*. The date the student officially withdraws from the College or reduces his/her course load shall be the date used in determining the amount of refund.

100 percent refund of fees shall be granted to students who pay fees and officially withdraw from the College or reduce their academic course load prior to the end of the College's published drop/add period.

100 percent refund shall be granted to students whose academic course load is reduced after the drop/add period due to a college-initiated adjustment.

No refund of fees shall be granted to students who withdraw from the College or reduce their course load after the end of the College's drop/add period.

Exception to the above provisions may be granted by the Refund Appeals Committee in the case of an error by the College or an emergency beyond the student's control that forces the student to withdraw from college.

### Graduation Fee Refund

One hundred percent refund: Students

who fail to meet graduation requirements due to College error, including advising errors.

No refund: Students who withdraw or who fail to meet graduation requirements due to the student's lack of performance or when official permission has been given to graduate in absentia.

### Music, Special Fee

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

### Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

### LABORATORY AND SPECIAL CLASS FEES<sup>1</sup>

ART 1100C Arts and Crafts I . .	\$ 20.00
ART 1101C Arts and Crafts II . . .	20.00
ART 1110C Introduction to Ceramics . . . . .	20.00
ART 1111C Intermediate Ceramics . . . . .	20.00
ART 1203C Three-Dimensional Design . . . . .	15.00
ART 1230C Advertising Design I .	15.00
ART 1280C Lettering . . . . .	15.00
ART 1300C Drawing Fundamentals . . . . .	20.00
ART 1301C Intermediate Drawing .	25.00
ART 2231C Advertising Design II .	15.00
ART 2232C Advertising Design III	15.00
ART 2330C Life Drawing . . . . .	60.00
ART 2400C Introduction to Printmaking . . . . .	20.00
ART 2401C Printmaking . . . . .	20.00
ART 2521C Figure Painting . . . .	60.00
ART 2701C Sculpture . . . . .	20.00
ART 2710C Stone Carving . . . . .	20.00
ATF 1600 Basic Flight Simulator . . . . .	75.00
ATF 2605 Intermediate Flight Simulator . . . .	75.00
ATF 2610 Advanced Instrument Flight Simulator . . .	100.00
ATF 2691 Instrument Refresher Simulator Lab . . . . .	60.00
BCN 2253C Architectural Drafting . . . . .	10.00
BOT 1010L General Botany I Lab .	17.50
BOT 1011L Botany II Lab . . . . .	17.50
BSC 1010L Principles of Biology Lab . . . . .	15.00
BSC 1085L Anatomy and Physiology I Lab . . .	22.50

<sup>1</sup> Laboratory, physical education, language and special class fees may vary for each campus and are subject to change.



## 20 Tuition and Fees

BSC 1086L Anatomy and Physiology II Lab . . .	22.50	COP 1400C Assembly Language Programming (Central, Glades & Eissey) . . .	20.00	DIE 2270 Practicum II . . . . .	8.00
CET 1123C Microprocessors . . .	10.00	COP 1403C Assembly Language for the PC . . . . .	7.50	EET 1004C Essentials of Electricity . . . . .	3.00
CET 2112C Logic Circuits . . . . .	10.00	COP 2120C Programming COBOL . . . . .	20.00	EET 1015L DC Circuit Analysis Lab . . . . .	15.00
CET 2342 Programmable Controllers . . . . .	10.00	COP 2121C COBOL Applications . . . . .	20.00	EET 1025L AC Circuit Analysis . . . . .	15.00
CGS 1060 PC Starter . . . . .	5.00	COP 2200 FORTRAN Programming . . . . .	20.00	EET 2121L Electronics I . . . . .	15.00
CGS 1153 Electronic Spreadsheet . . . . .	20.00	COP 2210 PASCAL I: An Introduction to Programming (Central, Glades & Eissey) . . .	10.00	EET 2122L Electronics II Lab . .	15.00
CGS 1361 Introduction to Computers . . . . .	15.00	COP 2334 Programming in C++ (Central, Glades & Eissey) . . .	15.00	EET 2322C Communication Electronics . . . . .	15.00
CGS 1470C Computer Drafting . .	15.00	COP 2341 UNIX Operating System (Central, Glades & Eissey) . . . . .	10.00	EET 2515C DC and AC Dynamos	15.00
CGS 1510 Electronic Spreadsheet I	5.00	CTE 1401 Textiles . . . . .	5.00	EGS 1111C Engineering Graphics . . . . .	10.00
CGS 1511 Electronic Spreadsheet II . . . . .	5.00	CTE 1744 Pattern Making II . . .	15.00	EMS 1271L Paramedic Skills Lab I Lab . . . . .	20.00
CGS 1512 Electronic Spreadsheet III . . . . .	5.00	DAA 1200 Basic Ballet I . . . . .	70.00	EMS 1272L Paramedic Skills Lab II	10.00
CGS 1540 dBASE IV: Beginning . . . . .	5.00	DAA 1201 Basic Ballet II . . . . .	70.00	EMS 1273L Paramedic Skills Lab III	10.00
CGS 1541 dBASE IV: Intermediate . . . . .	5.00	DAA 1202 Intermediate Ballet I .	105.00	EMS 1294L Clinical/Field Rotation I . . . . .	20.00
CGS 1542 dBASE IV: Programming . . . . .	5.00	DAA 1203 Intermediate Ballet II .	105.00	EMS 1295L Clinical/Field Rotation II . . . . .	20.00
CGS 1560 PC Disk Operating Systems (DOS) . . . . .	5.00	DAA 1220 Intermediate Pointe I .	35.00	ENC 1102 Freshman Communications II . .	15.00
CGS 1561 Inside the PC . . . . .	5.00	DAA 1221 Intermediate Pointe II	35.00	ENY 1002C Basic Entomology . .	10.00
CGS 2104 Microcomputer Operations-Accounting	10.00	DAA 1500 Modern Jazz Dance I .	10.00	EST 2541C Servo-Mechanism and Instrumentation . . . .	10.00
CGS 2472C Advanced Computer Drafting . . . . .	15.00	DAA 1501 Basic Jazz . . . . .	70.00	ETD 1110C Introduction to Technical Drawing . . . . .	10.00
CGS 2749C Three-Dimensional CAD . . . . .	10.00	DAA 1502 Intermediate Jazz I . .	70.00	ETD 1525C Fabrication Drafting . . . . .	10.00
CHD 1320 Methods and Materials I . . . . .	15.00	DAA 2204 Advanced Ballet I . .	105.00	ETD 1620C Electrical Drafting . .	10.00
CHD 1338 Methods and Materials II . . . . .	15.00	DAA 2205 Advanced Ballet II . .	105.00	ETD 2218 Geometric Dimensioning and Tolerancing . . . . .	5.00
CHM 1015L Principles of Chemistry Lab . . . .	20.00	DAA 2222 Advanced Pointe I . .	35.00	ETD 2332 Customizing Autocad	15.00
CHM 1041L General Chemistry II Lab . . .	20.00	DAA 2223 Advanced Pointe II . .	35.00	ETD 2354 Autocad Upgrade . . .	15.00
CHM 2046L General Chemistry III Lab . .	20.00	DAA 2230 Men's Advanced Technique I . . . . .	35.00	ETD 2455C Advanced Engineering Design . . . . .	10.00
CHM 2120L Quantitative Analysis . . . . .	10.00	DAA 2230 Men's Advanced Technique II . . . . .	35.00	ETD 2801C Technical Illustration . . . . .	10.00
CHM 2210L Organic Chemistry I Laboratory . . . . .	25.00	DEA 0800C Clinical Practice I Lecture & Lab . . . . .	50.00	ETG 2537C Properties and Testing of Materials . . . . .	10.00
CHM 2211L Organic Chemistry II Laboratory . . . . .	25.00	DEA 0801C Clinical Practice II Lecture & Lab . . . . .	10.00	ETI 1131 Statistical Process Control (SPC) . . . . .	50.00
CIS 2300C CICS (Customer Information Control System) . . .	10.00	DEA 0820C Expanded Functions I Lecture & Lab . . . . .	25.00	ETI 1411C Manufacturing Processes . . . . .	15.00
CJT 2100 Criminal Investigation . . . . .	2.00	DEA 0821C Expanded Functions II Lecture & Lab . . . .	25.00	ETI 2132 Advanced Statistical Process Control (SPC) . . . .	50.00
CJT 2140 Introduction to Criminalistics . . . . .	2.00	DEA 0850C Clinical Practice III Lecture & Lab . . . . .	10.00	ETI 2609 Leadership and Continuous Improvement Management . . . . .	50.00
COP 1160C Programming RPG II . . . . .	20.00	DEA 0940L Dental Practicum I . . .	5.00	FRE 1120 Elementary French I (Eissey Campus) . . .	12.00
COP 1170 Programming in Basic . . . . .	10.00	DEH 1001L Introduction to Clinical Procedures Lab . . . .	25.00	FRE 1121 Elementary French II (Eissey Campus) . . .	12.00
COP 1220 Introduction to Programming in C (Central, Glades & Eissey) . . . . .	10.00	DEH 1003L Dental Hygiene Instrumentation Lab .	30.00	FSS 1210C Basic Food Preparation . . . . .	20.00
		DEH 1530C Expanded Functions .	30.00	FSS 1220L Professional Cooking I . . . . .	20.00
		DEH 1800C Dental Hygiene I . . .	50.00	FSS 1221C Quantity Food Production I . . . . .	20.00
		DEH 1802C Dental Hygiene II . .	25.00		
		DEH 2804C Dental Hygiene III . .	50.00		
		DEH 2806C Dental Hygiene IV . .	50.00		
		DES 1100L Dental Materials . . .	30.00		
		DES 1200C Dental Radiology Lec. & Lab . . . . .	30.00		

FSS 1222C	Quantity Food Production II . . . . .	20.00
FSS 2246C	Baking . . . . .	20.00
FSS 2248C	Pastry and Garde Manger I . . . . .	20.00
FSS 2249C	Pastry and Garde Manger II . . . . .	20.00
GCO 2230	Pumping and Irrigation Systems . . . . .	10.00
GRA 1500C	Graphic Arts Industries . . . . .	7.50
GRA 1501C	Graphic Arts Technology I . . . . .	7.50
GRA 1530C	Typography I . . . . .	15.00
GRA 1545C	Introduction to Graphic Design . . . . .	15.00
GRA 1550C	Package Design . . . . .	20.00
GRA 1570C	Graphic Reproduction Processes . . . . .	20.00
GRA 1573C	Graphic Arts Technology II . . . . .	7.50
GRA 1743C	Illustration I . . . . .	10.00
GRA 1746C	Illustration II . . . . .	15.00
GRA 1950C	Production Graphics . . . . .	7.50
GRA 2505C	Screen Printing . . . . .	20.00
GRA 2508C	Ink and Color . . . . .	7.50
GRA 2547C	Environmental Graphics . . . . .	20.00
GRA 2784C	Graphic Arts Technology III . . . . .	10.00
GRA 2800C	Introduction to MacIntosh Graphics . . . . .	10.00
GRA 2820C	Electronic Publishing for the MacIntosh . . . . .	10.00
HLP 1081	Physical Fitness I (Central) . . . . .	10.00
HLP 1081	Physical Fitness I (Glades) . . . . .	5.00
HLP 1081	Physical Fitness I (Eissey) . . . . .	30.00
HLP 1081	Physical Fitness I (South) . . . . .	10.00
HSC 1400	Standard First Aid and CPR (Eissey) . . . . .	1.50
IND 1012C	Introduction to Interior Design . . . . .	20.00
IND 1015C	Residential Interior Design . . . . .	20.00
IND 1019C	Commercial Interiors I . . . . .	20.00
IND 1430C	Interior Design Technical Systems . . . . .	20.00
IND 2010C	Commercial Interiors II . . . . .	20.00
IND 2011	Business Procedures for Interior Designers . . . . .	10.00
IND 2331C	Interior Rendering . . . . .	20.00
IND 2332C	Model Building . . . . .	20.00
IND 2420	Products and Materials of Interior Design . . . . .	10.00
IND 2527C	Advanced Portfolio Interior Design . . . . .	10.00
ITA 1120	Elementary Italian I . . . . .	12.00

ITA 1121	Elementary Italian II . . . . .	12.00
MCB 1000L	Microbiology Lab . . . . .	27.50
MUE 2440	String Technique . . . . .	30.00
NUR 1023L	Nursing Concepts Lab . . . . .	10.00
NUR 1210L	Nursing Process I-B Lab . . . . .	10.00
NUR 1211L	Nursing Process I-A Lab . . . . .	10.00
OCB 2013L	Marine Science Lab . . . . .	6.00
ORH 2253	Nursery Management . . . . .	15.00
ORH 2831	Introduction to Landscape Design . . . . .	10.00
ORH 2832	Computer-Aided Landscape Design . . . . .	10.00
OST 1100C	Beginning Keyboarding . . . . .	10.00
OST 1110C	Intermediate Keyboarding . . . . .	10.00
OST 1141	Keyboarding for Microcomputers . . . . .	5.00
OST 1211C	Shorthand Beginning . . . . .	25.00
OST 1217	Shorthand Speed Building . . . . .	5.00
OST 1272C	Dictation and Transcription . . . . .	10.00
OST 1811	Desktop Publishing . . . . .	20.00
OST 2331	Business Correspondence . . . . .	5.00
OST 2339	Business English Review . . . . .	5.00
OST 2402	Office Procedures and Record Management . . . . .	10.00
OST 2601C	Machine Transcription I . . . . .	10.00
OST 2602C	Machine Transcription II . . . . .	10.00
OST 2711C	Word Processing I . . . . .	25.00
OST 2712C	Word Processing II . . . . .	25.00
OTH 1121C	Therapeutic Media . . . . .	10.00
OTH 1520C	Pediatric Occupational Therapy . . . . .	10.00
OTH 2100C	Occupational Therapy Activities Lab . . . . .	10.00
PCB 2063L	Experiments in Genetics . . . . .	15.00
PEL 1346	Badminton . . . . .	5.00
PEL 1441	Racquetball (Central) . . . . .	5.00
PEL 1441	Racquetball (Glades) . . . . .	5.00
PEL 1441	Racquetball (Eissey) . . . . .	15.00
PEL 1441	Racquetball (South) . . . . .	10.00
PEL 2041	Recreational Games . . . . .	5.00
PEL 2111	Bowling (Central) . . . . .	39.00
PEL 2111	Bowling (Eissey) . . . . .	25.50
PEL 2111	Bowling (Glades) . . . . .	36.50
PEL 2111	Bowling (South) . . . . .	66.50
PEL 2121	Golf (Central, Glades & Eissey)* . . . . .	5.00
PEL 2121	Golf (South) . . . . .	35.00
PEL 2122	Intermediate Golf (Central, Glades & Eissey)* . . . . .	5.00

PEL 2122	Intermediate Golf (South) . . . . .	35.00
PEL 2141	Archery . . . . .	8.00
PEL 2341	Beginning Tennis (Central and Glades) . . . . .	5.00
PEL 2341	Beginning Tennis (Eissey) . . . . .	20.00
PEL 2341	Beginning Tennis (South) . . . . .	10.00
PEL 2342	Intermediate Tennis (Central and Glades) . . . . .	5.00
PEL 2342	Intermediate Tennis (Eissey) . . . . .	20.00
PEL 2342	Intermediate Tennis (South) . . . . .	10.00
PEM 1116	Aerobic Dance (Central) . . . . .	10.00
PEM 1116	Aerobic Dance (Eissey) . . . . .	20.00
PEM 1152	Physical Fitness II . . . . .	5.00
PEM 1376	Backpacking . . . . .	10.00
PEM 2405	Self Defense (Eissey) . . . . .	15.00
PEN 1231	Sailing Sunfish . . . . .	15.00
PEN 1232	Sailing II (Central) . . . . .	110.00
PEN 1241	Windsurfing (Central) . . . . .	90.00
PEN 2113	Life Saving . . . . .	20.75
PEN 2122	Swimming and Diving . . . . .	10.00
PEN 2136	Scuba Diving . . . . .	100.00
PEN 2136	Scuba Diving (South) . . . . .	109.00
PEN 2122	Swimming and Diving . . . . .	5.00
PEN 2122	Swimming and Diving (Eissey) . . . . .	20.00
PEN 2137	Advanced Scuba Diving . . . . .	125.00
PEN 2521	Fishing: Casting Techniques . . . . .	10.00
PGY 1101C	Introduction to Photography . . . . .	20.00
PGY 1105	Zone System . . . . .	10.00
PGY 1110C	Color Printing I . . . . .	10.00
PGY 1111C	Color Printing II . . . . .	10.00
PGY 1265	Photo Materials and Processes I . . . . .	10.00
PGY 2109	Fine Print . . . . .	10.00
PGY 2116C	Dye-Transfer Photography . . . . .	25.00
PGY 2221C	Techniques of Commercial Photography . . . . .	20.00
PGY 2440C	Experimental Photography . . . . .	20.00
PHY 2048L	General Physics I and General Physics with Calculus I Lab . . . . .	15.00
PHY 2049L	General Physics II and General Physics with Calculus II Lab . . . . .	15.00
PLA 1104	Legal Writing/Research (Eissey, Glades & South) . . . . .	25.00



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PLA 1203	Preparing Negligence Cases (Eissey, Glades & South) . . . . .	25.00	RET 2280C	Fundamentals of Respiratory Care Therapy III . . . . .	60.00	SON 2000	Practical Aspects of Sonography . . . . .	30.00
PLA 1949C	Co-Op Legal Assisting I (Eissey, Glades & South) . . . . .	25.00	RET 2534C	Fundamentals of Respiratory Care Therapy IV . . . . .	65.00	SON 2006	Professional Aspects of Sonography . . . . .	30.00
PLA 2114	Legal Writing and Research II (Eissey, Glades & South) . . . . .	25.00	RTE 1503C	Radiographic Procedures I . . . . .	30.00	SPN 1120	Elementary Spanish I (Eissey Campus) . . . .	12.00
PLA 2603	Administration of Estates I (Eissey, Glades & South) . . . . .	25.00	RTE 1512C	Radiographic Procedures II . . . . .	30.00	SPN 1121	Elementary Spanish II (Eissey Campus) . . . .	12.00
PLS 2221	Plant Propagation . . . . .	10.00	RTE 1523C	Radiographic Procedures III . . . . .	30.00	SUR 1101C	Basic Surveying and Mapping . . . . .	10.00
PMA 2213	Plant Pest Management . . . . .	5.00	RTE 1804	Radiography Clinical Education I . . . . .	30.00	SUR 1640	Land Surveying Computations . . . . .	10.00
PSC 1341	Physical Science for Today's World . . . . .	15.00	RTE 2473C	Radiographic Quality Assurance . . . . .	30.00	SUR 1660C	Professional Drafting for Surveyors . . . . .	10.00
RET 1272	Fundamentals of Respiratory Care I . . . . .	30.00	RTE 2533C	Radiographic Procedures IV . . . . .	30.00	SUR 2201C	Route Geometrics . . . . .	10.00
RET 1272L	Fundamentals of Respiratory Care I Lab . . . . .	30.00	RTE 2834	Radiography Clinical Education IV . . . . .	30.00	SUR 2301	Project Surveying and Mapping . . . . .	10.00
RET 1273	Fundamentals of Respiratory Care II . . . . .	25.00	RTV 2300C	Introduction to Broadcast Journalism (Central) . . . .	20.00	SUR 2500C	Electronic and Geodetic Surveying . . . . .	10.00
						ZOO 1010L	General Zoology Lab . . . . .	17.50
						ZOO 2713L	Comparative Vertebrate Anatomy Lab . . . . .	25.00



## Chapter 7

### THE LIBRARY LEARNING RESOURCE CENTER

The LLRC offers print and non-print materials at all four campus locations. The Central Campus Harold C. Manor Library, Belle Glade and Eissey Campuses maintain full service hours under the auspices of the College. The South Campus library service is a joint-use agreement with Florida Atlantic University. LLRC provides resources and services for both students and faculty. Individual instruction is provided by professional librarians, technicians and specialists. Group-orientation sessions provide information on library and media services. Success in achieving instructional objectives depends on access to information. Electronic access to library materials is now available via on line and CD-ROM technology including the Library Information Network for Community Colleges (LINCC).

### THE CENTER FOR PERSONALIZED INSTRUCTION

The CPI offers educational development to both day and evening students. Utilizing different learning systems, CPI is an alternative to the traditional classroom. Individualized instruction in selected credit courses and college preparatory courses in reading, English, mathematics and English as a Second Language are available. CPI courses combine individualized instruction with lecture and computer-assisted instruction to deliver a curriculum that meets the specific learning needs of students. Flexible class scheduling on a "To Be Arranged" (TBA) basis is available at several campuses. Support services include tutoring, computer software that correlates with many PBCC courses and use of multimedia resources. Review materials for standardized tests such as the ACT, SAT and CLAST are available. All students have access to CPI services.

### COOPERATIVE EDUCATION

Cooperative education (co-op) is a nationally-recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

#### Benefits

As a co-op student you can:

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

#### Eligibility

Students having completed one full-time semester, or at least 12 credit hours, are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

#### Operations

Co-op may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits useable as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic adviser regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

#### Enrollment

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Central Campus	439-8050
Edward M. Eissey Campus	625-2560
Glades Campus	992-6168
South Campus	367-4514

#### EXPERIENTIAL LEARNING

The experiential learning assessment process for working adults is designed to

recognize the academic value of learning through experiences outside the college classroom including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study. PBCC is also a Servicemembers Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

#### Assessment<sup>1</sup>

Credit is awarded through an assessment process to determine if the necessary competencies were gained by work experience associated with the college course being assessed. Assessment involves the following:

- Written or performance tests.
- Preparation of a portfolio describing learning and how it was acquired.
- Evaluation of certificates and licenses.
- Interviews with faculty members.
- Review of external agency recommendations (ACE, AIB, PONSIL, etc.).

The method of assessment is determined by the division chair and faculty members responsible for the courses for which credit is requested.

Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an A.S. degree or certificate program at PBCC. General education courses are not assessable.

#### Process

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or adviser, the following steps must be taken:

1. Meet with the program division chair or manager to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the division chair or Student Services.
3. Consult with the division chair, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:

<sup>1</sup> Not all Palm Beach Community College courses are assessable courses. That is, even though a student may feel that he/she may have the appropriate background and knowledge, the particular course for which he/she wishes to be evaluated may or may not be available for that purpose. The process applies primarily to A.S. degree courses.



- a. Meeting with an instructor for an oral or written exam.
  - b. Preparing for a written exam by reviewing textbooks.
  - c. Arranging for an instructor to interview an employer as well as a work-site visit.
  - d. Presenting certificates and licenses for authentication.
  - e. Developing a portfolio of experience.
  - f. Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee \$15) for the assessment process. Fees do not include credits. It is possible that academic credit will not be awarded in the areas requested, but the cost of assessment remains the same.

### Award of Credit

The assessment process may take from several hours to several months, depending on the amount of credit requested and the methods of assessment required. When the process is completed, the results are forwarded to the district dean of Vocational Education for final review and verification. The dean will request the Registrar to place the credits on your transcript.

Credits awarded are held until satisfactorily completing 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the 15 hours prior to graduation.

### FLORIDA-CANADA INSTITUTE

The Florida-Canada Institute is part of the international program established within the State Department of Education by the Florida Legislature in 1987. The linkage institutes assist in the development of stronger economic and social ties between Florida and strategic foreign countries through the promotion of expanded public/private dialogue on cooperative research and technical assistance, student/faculty exchange, cultural exchange and enhancement of language training. In 1991, the authority changed from the Department of Education to the Department of Commerce and specifically to the Florida International Affairs Commission.

The Florida-Canada Institute at PBCC has assisted in the establishment of a linkage with Algonquin College in Ottawa, Ontario, Canada for faculty and student exchanges. The Institute also assisted in developing contacts with business and industry in Canada. Technical exchanges such as the Emergency Medical Service (EMS) competition in Alberta, Canada are arranged. Locally, the Florida-Canada Institute works with the

Canadian-American Business Alliance and the World Trade Council to enhance economic trade with Canada. The Florida-Canada Institute administers the tuition-exemption program for Canadian students attending Florida's colleges and universities.

### HONORS

Honors classes are offered in Communications I (ENC 1121) and Communications II (ENC 1122). Honors options are available in many classes for students with a 3.2 GPA. The student must maintain an A or B throughout the term and present a summary or project to the class before the completion of the term. The student transcript indicates Honors work. All instructors do not offer this Honors option. The individual sections are noted with an asterisk (\*) on the term schedule printout. Honors options are offered in several general education areas: literature, other communications courses, social science, education, accounting, computers, political science and psychology. For more information, check with the Honors office.

### DIVISION OF CONTINUING STUDIES

Continuing Studies is a multicampus operation of educational and related services including non-credit and credit programs, courses and projects. Not all programs are available at all campuses.

For information on offerings call:

- **Central Campus**-439-8006, Lake Worth
- **Eissey Campus**-625-2535, Palm Beach Gardens
- **Glades Campus**-992-6168, Belle Glade
- **South Campus**-367-4516, Boca Raton

The Division of Continuing Studies offers the following educational opportunities:

1. Career Enhancement.
2. Career Preparation.
3. Personal Development.
4. Programs and Institutes.

#### 1. Career Enhancement

##### *Agribusiness*

Offerings include turf-grass management, golf course and home lawn maintenance, xeriscape and pest control technology.

##### *Center for Health Studies*

Courses on current topics applicable to health professionals practice are provided. Approval of credit for relicensure is granted per appropriate Florida Department of Business and Professional Regulation or Health and Rehabilitative Services.

Medical secretary programs, medical transcription, child care courses such as Child

Development Associate (CDA) and child care workers certification are available within the Center for Health Studies.

*Certified Addiction Professionals*

*Certified Associate Addiction Professionals*

*Clinical Laboratory Personnel*

*Clinical Social Workers*

*Dental Assistants*

*Dental Hygienists*

*Dentists*

*EKG Technicians*

*Marriage and Family Therapists*

*Mental Health Counselors*

*Nurses*

*Nursing Home Administrators*

*Phlebotomy*

*Radiologic Technicians*

*Sonographers*

Customized training can be developed for personnel employed in health care facilities to meet special needs.

#### *Center For Insurance Education*

The Center for Insurance Education provides license preparation courses for the General Lines Agent (2-20 License), Customer Representative (4-42 Licenses) and Life/Health, Annuities (2-15 License), Mortgage Broker and Title. Course work is approved by the Department of Insurance.

The Center also schedules continuing education for licensed agents and is approved by the Department of Insurance for license renewal.

#### *Community Association Managers*

A series of workshops meeting State of Florida continuing education renewal requirements for licensed community association managers are held throughout the year. Each session is focused on a specific topic and presented by an expert in the field.

#### *Computer and Office Technology*

A series of short courses and workshops are offered for adults adding an occupational skill or enhancing personal skills for operating small computers. "Hands-on" training on microcomputers with the latest in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available.

#### *Emergency Medical Service Programs*

Emergency medical courses assist health professionals in maintaining current professional licensure.

A diverse curriculum for physicians, nurses, EMTs and paramedics is offered. Courses are provided for ACLS, BTLs,



BLS, PALS, Paramedic Refresher, Emergency Medical Dispatch and other topics.

### ***Institutional, Home and Family Management***

Occupational preparation for a certified child-care worker, executive housekeeper or specialist in food service, fashion or physical fitness industries and various management courses, workshops and seminars are offered.

### ***Institute of Government***

Provides professional development, training opportunities and technical assistance to Palm Beach County government entities and their employees. Programs include conferences and comprehensive training programs for secretarial/clerical, professional and supervisory/management. Certification and short courses and workshops are also available to meet specific occupational needs.

Services include technical assistance and organizational needs assessment designed to increase performance and productivity.

### ***Real Estate Licensure, Postlicensure and Continuing Education***

College credit courses are offered for Real Estate Sales Licensure, Brokers Licensure and Certified Appraiser. See REE course descriptions in chapter nine for details.

Postlicensure education for sales people is a 45-classroom-hour course including subjects specified in Florida Statute.

Postlicensure courses are training-oriented and build on the academic knowledge acquired during prelicensure training. All courses emphasize development of skills necessary for licensees to operate effectively.

A 14-hour continuing education course is offered meeting the requirement for real estate license renewal.

Condominium Operations and Management, Landlord-Tenant Law, SREA Appraising are also offered.

## **2. Career Preparation**

### ***Recovery (Repossession) Agent***

Class "EE" license instruction has been approved by the State of Florida to prepare for a Class "EE" license as a recovery (repossession) agent.

State approved pre-licensure training for the class "EE" recovery (repossession) agent license is offered several times a year.

### ***Security Officer***

A curriculum to prepare for a Class "D" license as a security officer is approved by the State of Florida and offered frequently.

## **3. Personal Development**

Courses and activities are available pro-

viding adults with opportunities to improve life competency.

### ***Children First***

This court-mandated mediation training is required by Palm Beach County for couples with children seeking a divorce.

### ***Center for the Continuing Education of Women***

The Women's Center at Palm Beach Community College's Continuing Studies Center offers special courses and programs to enhance women's lives and assist in their adjustment to life's transitions including two grant-funded programs for women beginning again.

Crossroads: The Displaced Homemaker program offers a career redirection program assisting women who are separated, divorced, widowed or whose spouse is disabled. It enables participants to identify resources, build self-esteem, explore options and move forward through directed group discussions and individual guidance.

Connections: The Single Parent/Displaced Homemaker program offers vocational guidance and limited tuition assistance for women returning to, or enrolled in, PBCC and provides "a resource and support network to assist these students in accomplishing their educational goals."

### ***Judaic Studies Program***

Courses on the politics, history and language of the Jewish people are held during the major terms. Jewish instructors, knowledgeable in their field, present lectures on Yiddish, anti-semitism, Maimonides, the Napoleonic influence on Judaism and the concepts of Judaism.

### ***Senior Group Theater (Senior Players)***

Energetic and talented seniors, age 55 to 80 years, provide year-round entertainment throughout the county in nursing homes, senior centers, civic organizations and at condominium charitable benefits.

### ***Summer Band Camp***

Developed by the Music Department and the Division of Continuing Studies plus area school band directors, summer band camp provides four weeks of intensive training for middle and high school students. Area musicians serve as instructors in the program concluding with a concert finale. This concert is free and open to the public.

## **4. Programs And Institutes**

### ***Center for Multicultural Affairs***

Provides understanding and preservation of diverse cultures in Palm Beach County. An advisory committee has established the following objectives:

- The establishment of a clearing house for the exchange of ethnic/cultural information.
- The development of multicultural programs and activities for students, staff and members of the community.
- The involvement of students and representatives from diverse cultural groups in both college and community programs.

A major fund-raising project, the Annual International Festival of Palm Beach County, occurs in spring. Proceeds provide scholarships for PBCC students. In 1988, the Center added a Speaker's Bureau and a Translation Bureau to aid public agencies in serving the community.

### ***Community Services***

Campus facilities are available for approved community educational and cultural functions on a space-available basis. Many college cultural and entertainment activities such as concerts, dramatic presentations, art exhibits, lectures and sporting events are frequently available to the community. Central, Eissey, and Glades campuses have auditorium facilities available to the community for educational and cultural events.

### ***Institute of New Dimensions***

The Institute of New Dimensions is dedicated to exploring educational and cultural opportunities by adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from the theater, scientific and professional arenas to bring intellectual enrichment to the community. (Phone: (407) 439-8186)

### ***Business Training Center***

Provides "Training for Competitive Advantage" and is responsible for developing and coordinating programs in credit and non-credit areas including micro and mid-range computer systems, professional enhancement, customized training and AS/400 training. The Center is located on the South Campus in Boca Raton.

### ***Center For Business and Industry***

Designs training programs for personal and professional development for local businesses. Courses tailored to the needs of business are scheduled at the business site or at any of the four campuses of the College. Seminars, workshops, teleconferences and other services may be arranged. Contact the directors of Continuing Studies, the provost at Glades Campus or the dean of Vocational Education for more information.

### ***Quality First***

This is an entrepreneurial partnership ef-



fort between PBCC and business, industry and service organizations through continuous improvement. Professional staff offer training, consulting and specialized assistance to businesses both large and small. Seminars in customer satisfaction, total quality management, service excellence and continuous quality improvement are offered. Contact the Quality First department at the Edward M. Eissey Campus, (407) 625-2580 and 625-2535.

### ***Action-Based Learning (ROPES Training)***

Action learning is a dynamic approach to individual and group enhancement through the application of innovative techniques. The typical program will include team building activities using low and high ropes, group

initiatives and structured experiences. Programs may be custom designed to satisfy the specific needs of each client by using a pre-program assessment. Offered only at the Edward M. Eissey Campus of the College. Call (407) 625-2535 for more information

### ***Travel Study***

Travel-study courses offered by PBCC are open to currently enrolled students and other interested persons. These courses combine travel to foreign countries with on-campus instruction. Areas for study include Latin America, Great Britain, Asia and Europe.

Travel-study participants register for the appropriate course(s) at the College. Registration is not complete until fees are paid. Credit may be earned by the participant and applied toward an associate degree. Those

not desiring college credit may enroll as audit.

Tour prices are paid to the travel agency and are subject to change. Tour prices include travel on commercial carriers, but not tuition.

The coordinator of International/Intercultural Education offers its information services to students interested in travel and/or study in foreign countries.

International study-abroad programs offered by U.S. colleges and universities are available for summer sessions, one or two semesters and year-long studies. Foreign universities' summer and year-round listings are also available. Group travel or individual programs are arranged to student's requirements.



## Chapter 8

### HOW TO CHOOSE A PROGRAM

The mission of PBCC states that it provides:

- Academic programs that award an associate in arts degree.
- Technical/vocational programs that award an associate in science degree and professional certificates.
- Courses and special programs to retrain and upgrade employment skills.
- Preparatory instruction for students needing academic development to succeed in college-level work.
- Continuing studies and community service programs which address special education, community development, cultural and economic needs.
- Multicultural experiences within the College and the global community.

Students who plan to transfer to a university and pursue a baccalaureate degree should choose an associate in arts program of study after carefully reading the associate in arts section.

Students who plan to follow a program of study to prepare for employment upon graduation from PBCC should read the following sections about A.S. degree or certificate programs. PBCC offers opportunities in specialized, business, technical and professional areas.

Those not planning or needing to complete a degree but who have other interests should read the section "Non-degree Programs."

### NON-DEGREE PROGRAMS

Students may enroll in transfer or continuing studies courses to meet individual educational needs such as upgrading skills for employment, cultural enrichment, improving academic preparation or any other. The College offers many courses and special programs to serve students in these categories. Certificates (non-degree) for preparation for employment are listed on page 31.

Courses for other purposes and special interests can be found in brochures and schedules throughout the College.

In all degrees, if college preparatory level courses are needed based on entry-level placement, they will be in addition to the listed degree program requirements.

### ASSOCIATE IN SCIENCE

The degree of associate in science is awarded upon successful completion of a program of study approved by the College. The aim of the occupationally oriented A.S. degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a level of training which would lead to mid-management employment.

It is important to note that students who choose associate in science degree programs are NOT qualifying themselves for transfer to the junior year at a state university. If a combination of immediate job training plus possible continuation for a four-year degree is desired, it is better to plan your program with an adviser, using university-parallel programs as a base.

#### Graduation Requirements

All students who wish to graduate from Palm Beach Community College must fulfill the requirements listed under the general heading, Graduation Requirements. Students are expected to complete all the courses in the program in which they are registered.

#### General Education Requirements

The student shall complete at least 18 hours of courses in general education, which must provide for the teaching of essential skills.

**Area I - Communications 3 hours**  
ENC 1101

**Area II - Health 3 hours**<sup>1</sup>  
Same as A.A. degree requirement

**Area III - Humanities 3 hours**  
May use any of the courses listed for A.A. degree

**Area IV - Mathematics 3 hours**  
May use any of the courses listed for A.A. degree or MAT 1033

**Area V - Science 3 hours**  
May use any of the courses listed for A.A. degree

**Area VI - Social Science 3 hours**  
May use any of the courses listed for A.A. degree

All A.S. degree students are required to complete an oral communications component which can be satisfied by completing either SPC 1600, Foundations of Speech or ENC 1210, Applied Communications.

Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements may complete 36 hours of general education and have this noted on transcript PROVIDED the registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree." following "Foreign Language Requirement" See also "College Level Academic Skills Test" in the Student Services section.

Some specialized occupational programs do not need to meet all of the above general education requirements. However, all courses listed in program outlines in the catalog must be completed in their entirety.

### ASSOCIATE IN ARTS

If you plan to complete a baccalaureate degree, you should choose your program and complete all requirements for the associate in arts degree at Palm Beach Community College. The excellent record made by PBCC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as juniors students who have completed an A.A. degree at Palm Beach Community College, completion of the degree does not always qualify for admission to some special programs within the universities. Each college has specific course requirements which must be met. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBCC.

#### Graduation Requirements

Read carefully the steps under the general heading, Graduation Requirements. Students bear the primary responsibility for meeting all of these requirements.

#### General Education Requirements

The student shall complete a minimum of 36 semester hours of work in general education. These hours must be completed in the subject areas listed below:

**Area I - Communications 9 hours**

A grade of C or higher is required in each course

<sup>1</sup> In health-related A.S. degree programs, SPC 1600 may be substituted for HSC 2200.



## 28 Programs

Course	Semester	Hours	Credit
ENC 1101	Freshman Communications I	3	3
and			
ENC 1102	Freshman Communications II	3	3
or			
ENC 1141	Writing about Literature	3	3
and			
SPC 1600	Fundamentals of Speech	3	3
<b>Area II - Health 3 hours</b>			
HSC 2200	Health Concepts and Strategies	3	3
<b>Area III - Humanities 6 hours</b>			
A grade of C or higher is required for one of the following literature courses:			
AML 2010	American Literature to 1865	3	3
AML 2022	American Literature after 1865	3	3
ENL 2010	English Literature to 1798	3	3
ENL 2020	English Literature after 1798	3	3
LIT 2110	World Literature to 1600	3	3
LIT 2120	World Literature after 1600	3	3
Completion of one of the following courses with a grade C or higher is required.			
ARH 1000	Art Appreciation	3	3
ARH 2050	History of Art (Early)	3	3
ARH 2051	History of Art (Modern)	3	3
MUH 2111	Introduction to Music History I	3	3
MUH 2112	Introduction to Music History II	3	3
MUL 1010	Music Appreciation	3	3
<b>Area IV - Mathematics 6 hours<sup>2</sup></b>			
A grade of C or higher is required in each course.			
MAC 1102	Algebra for College Students	3	3
MAC 1114	Trigonometry	3	3
MAC 1140	Precalculus	3	3
MAC 2233	Survey of Calculus	3	3
MAC 2311	Calculus with Analytic Geometry I	4	4
MAC 2312	Calculus with Analytic Geometry II	4	4
MAC 2313	Calculus with Analytic Geometry III	4	4
MAP 2302	Differential/Equations	3	3
MGF 1104	Mathematics for College Students	3	3
STA 2014	Statistics	3	3
<b>Area V - Science 6 hours</b>			
Any two of the following must be taken:			

AST 1002	Descriptive Astronomy	3	3
BSC 1010	Principles of Biology	3	3
BSC 1050	Environmental Conservation	3	3
BSC 1085	Anatomy and Physiology I and Laboratory	4	4
BSC 1086	Anatomy and Physiology II and Laboratory	4	4
BOT 1010	General Botany I and Laboratory	4	4
CHM 1015	Principles of Chemistry	3	3
CHM 1040	General Chemistry I	3	3
CHM 1041	General Chemistry II and Laboratory	4	4
CHM 2046	General Chemistry III and Laboratory	4	4
GLY 1000	Descriptive Geology	3	3
MCB 1000	Microbiology and Laboratory	3	3
OCE 1001	Introduction to Oceanography	3	3
PHY 1001	Applied Physics	3	3
PHY 2053	General Physics I and Laboratory	5	5
PHY 2054	General Physics II and Laboratory	5	5
PHY 2048	Gen. Physics with Calculus I and Laboratory	5	5
PHY 2049	Gen. Physics with Calc. II and Laboratory	5	5
PSC 1341	Physical Science for Today's World	3	3
PSC 1101	Earth Science	3	3
ZOO 1010	General Zoology and Laboratory	4	4

### Area VI - Social Science 6 hours

A grade of C or higher is required in each course. Select one of the following courses:

SYG 1440	Introduction to the Social Sciences	3	3
SYG 2000	Introduction to Sociology	3	3
Select one of the following courses:			
AMH 2010	United States History to 1865	3	3
POS 1001	Introduction to Political Science	3	3
POS 2041	American National Government	3	3
POS 2112	American State and Local Government	3	3

### OTHER STATUTORY REQUIREMENTS SBE RULE 6A-10.30 (2) (B)

1. The communications and computation requirement (the Gordon Rule) became effective fall semester 1982 throughout the State of Florida. This rule states that prior to receipt of an A.A. degree from a

public community college or university, or prior to entry into the upper division of a public university, a student shall successfully complete 12 semester hours or more of English/Humanities in which the student must write (at least) 24,000 words and successfully complete six semester hours of mathematics at the college algebra level or higher. For the purpose of this rule, applied logic, statistics and other such computation coursework, which may not be placed with a mathematics department, may be used to fulfill three hours of the six semester hours required by this section. For the purposes of this rule, a grade of C or higher shall be considered successful completion.

Follow the guidelines in all academic advising for students in the A.A. degree program or in an A.S. degree program planning to enter a university.

Palm Beach Community College requirement for written work:

AMH 2010	U.S. History to 1865	2,000
AMH 2020	U.S. History from 1865 to the Present	2,000
ARH 1000	Art Appreciation	2,000
ARH 2050	History of Art (Early)	2,000
ARH 2051	History of Art (Modern)	2,000
ENC 1101	Freshman Communications I	6,000
ENC 1102	Freshman Communications II	7,000
ENC 1121	Honors Freshman Communications I	6,000
ENC 1122	Honors Freshman Communications II	7,000
ENC 1141	Writing About Literature	7,000
ENC 1210	Applied Communications	7,000
MUH 2111	Introduction to Music History I	2,000
MUH 2112	Introduction to Music History II	2,000
MUL 1010	Music Appreciation	2,000
POS 1001	Introduction to Political Science	2,000
POS 2041	American National Government	2,000
POS 2112	American State and Local Government	2,000
SYG 1440	Introduction to the Social Sciences	2,000
SPC 1600	Fundamentals of Speech	2,000
SYG 2000	Introduction to Sociology	2,000

Literature - all . . . . . 3,000

2. Beginning with the October 1982 administration of the College-Level Academic Skills Test (CLAST), students will be required to present test scores to be eligible for the award of an associate in arts degree from a community college or for admission to an upper-division program in a state university in Florida. Prior to August 1, 1984, the use of CLAST scores was limited to student counseling and curriculum development. After August 1, 1984, students must have passing scores on CLAST to be eligible for the award of an associate in arts degree from a community college or for admission to upper-division status in a state university in Florida.<sup>3</sup>

## FOREIGN LANGUAGE REQUIREMENT

Beginning August 1, 1991, all undergraduate students (freshman and transfer students), must already have earned the equivalent of two credits of sequential foreign language at the secondary level before admission to a university or postsecondary level if taken at a community college.

A student who received an associate in arts degree prior to September 1, 1989 or who enrolled in a program of studies leading to an associate in arts degree from a Florida community college prior to August 1, 1989 and maintains continuous enrollment shall be exempt from this admissions requirement.

Students shall be considered to have satisfied the SUS foreign language admission requirement if they demonstrate proficiency in American sign language equivalent to two high-school credits or if they earn two high-school credits in American sign language. For the purpose of this one section of law 240.233, American sign language shall be considered a foreign language.

## ALTERNATE OR SECOND DEGREES

Palm Beach Community College offers the associate in science (A.S.) and the associate in arts (A.A.) degrees. Students may earn both degrees, but are required to complete all requirements for both degrees. Only one A.A. degree may be awarded, since this is the certification that the first two-year requirements for the bachelor's degree have been met. Some universities will accept the A.S. degree in some programs, if the General Education requirements have been met. Students who wish to have "General Education requirements met" certified on their tran-

script must notify the Registrar's office in writing.

## HELP IN MAKING YOUR CHOICE

The entire faculty at Palm Beach Community College is utilized in an effort to match each student with the program best suited to meet the student's educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### Students Who Know Their Major Area of Interest

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty or division chairpersons with special knowledge in your area. If you will locate the exact program you wish to follow in the Programs section of the catalog, and familiarize yourself with the course descriptions in the Course Descriptions section, you will be better prepared to talk with your adviser.

### Major Field Undecided

While it is important for you to choose your major field as early as possible, it is recognized by the College that many students cannot yet make this decision, and others may discover that they have made a wrong choice.

A staff of guidance counselors is available in the Student Services department to assist the undecided student in choosing a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## GOAL AND MAJOR CODES BY DEPARTMENT

- |    |   |
|----|---|
| AA | Associate in arts programs are university parallel.   |
| AS | Associate in science programs are two-to-three-year, postsecondary vocational.  |
| CT | Certificate program lengths vary from one semester to two years. Programs are non-degree postsecondary adult vocational and postsecondary vocational. |

### Goal Codes

0. AA Degree - General Freshman (15 hrs. or less completed).
1. AA Degree - Plans to transfer to university. (16 hrs. or more completed).

2. AA Degree - Does not plan to transfer to university. (16 hrs. or more completed).
3. AS Degree - (16 hrs. or more completed).
4. Technical Certificate - no degree.
5. AS Degree - General Freshman (15 hrs. or less completed).
6. Lifelong Learning (Non-credit).

### Non-Degree Seeking Majors

7. One or more courses for job opportunities advancement (Employment related) 16-407.
8. Personal improvement or general interest (Non-employment related) 16-408.
9. Transient students (Not seeking degree at PBCC) 16-409.

## MAJOR CODES

### 27 Allied Health

- |        |                                      |
|--------|--------------------------------------|
| 512 AS | Dietetic Technician                  |
| 074 AA | Dietetics/Food and Nutrition         |
| 449 AS | Emergency Medical Service Management |
| 036 AA | Medical Technology                   |
| 237 AA | Occupational Therapy                 |
| 240 AS | Occupational Therapy Assistant       |
| 450 CT | Paramedic                            |
| 228 AA | Physical Therapy                     |
| 241 AS | Pre-Occupational Therapy Assistant   |
| 147 AS | Pre-Respiratory Care                 |
| 303 AS | Radiography                          |
| 148 AS | Respiratory Care Technology          |
| 156 CT | Respiratory Therapy Technology       |
| 310 AS | Sonography                           |
| 311 CT | Sonography                           |

### 01 Art

- |        |                                  |
|--------|----------------------------------|
| 002 AA | Advertising Design               |
| 003 AA | Architecture                     |
| 001 AA | Art Education                    |
| 008 AA | Art History                      |
| 006 AA | Fine Arts                        |
| 010 AS | Graphic Arts Technology Printing |
| 011 AS | Graphic Design                   |
| 005 AA | Interior Design                  |
| 012 AS | Interior Design Assistant        |
| 004 AA | Photography                      |

### 02 Biology

- |        |                            |
|--------|----------------------------|
| 026 AA | Biology, General           |
| 516 AS | Pest Control Technology    |
| 029 AA | Science Education          |
| 093 CT | Waste Water Technology "A" |



## 30 Programs

091 CT	Waste Water Technology "B"
092 CT	Waste Water Technology "C"
094 CT	Water Technology "A"
090 CT	Water Technology "B"
089 CT	Water Technology "C"
199 AS	Water/Waste Water Management
034 AA	Zoology

### 03 Business

050 AS	Accounting Technology
052 AA	Business Administration
056 AA	Business Education Teacher
057 AS	Business Administration & Management
103 CT	Clerk Typist
126 AS	Computer Info. Systems Analysis
127 AA	Computer Science Business
125 AA	Computer Science Systems
075 AS	Financial Services
193 AS	Industrial Management Technology
505 AS	Legal Assistant
500 AA	Marketing/Distributive Education Teacher
055 AS	Marketing Management
084 CT	Medical Secretary
514 AS	Office Systems Technology
511 AS	Postal Service Management

### 04 Chemistry

076 AA	Chemistry
078 AA	Chemistry Pre-Professional

### 05 Communications

104 AA	Journalism
105 AA	Liberal Arts
106 AA	Oral Communications

### 22 Continuing Studies<sup>4</sup>

### 19 Criminal Justice

600 CT	Basic Correctional Officer Academy
601 CT	Basic Law Enforcement Officer Academy
423 AA	Criminal Justice
605 AS	Criminal Justice Technology

### 07 Dental Health Services

153 CT	Dental Assisting
151 AS	Dental Hygiene
150 AS	Pre-Dental Hygiene

### 24 Drama

103 AA	Drama
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### 08 Engineering

197 AS	Professional Pilot
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188 AS	Auto Service Management Technology
185 AA	Building Construction
198 AS	Building Construction Technology
190 AS	Computer Integrated Manufacturing Technology
178 AS	Drafting and Design Technology
177 AS	Electronics Engineering Technology
176 AA	Engineering
195 AS	Fire Science Technology
184 AA	Technology Education
189 AA	Surveying
179 AS	Land Surveying
191 AS	Ornamental (Environmental) Horticulture Technology
192 AA	Ornamental (Environmental) Horticulture
174 CT	Plumbing Apprenticeship

### 25 Fashion Design

070 CT	Custom Garment Making/Dressmaking
073 AS	Fashion
507 AA	Fashion Design
517 AA	Fashion Merchandising

### 26 Hospitality Management

049 AS	Culinary Management
060 AS	Hospitality Management

### 23 Health Education

226 AA	Health Education
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### 28 Human Services/Child Care

347 AS	Child Care Supervision
342 AS	Child Development and Education
348 CT	Child Development Associate
501 AA	Home Economics
350 CT	Home and Family Management
345 AS	Human Services Technology

### 11 Mathematics

251 AA	Mathematics
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### 12 Music

275 AA	Dance
276 AA	Music, Music Education
274 AS	Theater & Entertainment Technology

### 13 Nursing

302 AA	Pre-Nursing
300 AS	Pre-AS Nursing
301 AS	Nursing

### 10 Physical Education

227 AA	Physical Education
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230 AS	Recreation Specialist
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### 18 Physical Science

405 AA	Physical Science
401 AA	Physics

### 14 Social Science

324 AA	Anthropology
344 AA	Early Childhood Education
329 AA	Education (Elementary, Secondary)
336 AA	Geography
335 AA	Government - Foreign Service
327 AA	History
339 AA	Political Science
332 AA	Pre-Law
334 AA	Pre-Ministry and Philosophy
331 AA	Psychology
326 AA	Social Science-General
333 AA	International Studies
328 AA	Social Science Teacher
333 AA	Social Science - International Studies
330 AA	Social Worker
325 AA	Sociology Major

### 16 Student Services

407 AA	Employment Related
376 AA	General Degree Transfer
408 AA	Personal Improvement
409 AA	Transient Student

## HOW TO USE THIS SECTION

If you have read the preceding page, you will want to examine one or more of the programs offered by the College in your major area of interest. The following pages contain information about all the associate degree and certificate programs offered by the College, grouped by areas of interest on the list below. Each group of programs is headed in large, bold face type to make finding a particular program easy.

If a program name is followed by (A.A.), it is a two-year associate in arts degree program made up of university-parallel courses. If it is followed by (A.S.), it is a two-year occupational course, not designed for transfer. Some certificate courses are clearly marked as such while others are mentioned only in footnotes to A.S. degree programs.

Each degree lists a program of courses. These are required for A.S. degrees and certificates. They are strongly recommended for A.A. degree majors.

# Associate in Arts Programs

## Advertising Design (A.A. 01-002)

The Advertising Design program is designed to prepare students for a career in advertising and printing industries as a camera operator, layout artist and advertising designer. The program articulates well with similar programs on the university level.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ETD 1110	Introduction to Technical Drawing . . . . .	2	
MAC 1102	Algebra for College Students . . . . .	3	
	Physical Education . . . . .	2	
ART 1230C	Advertising Design I . . . . .	3	
ART 1301C	Intermediate Drawing . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	
PGY 1101C	Introduction to Photography . . . . .	3	
ARH 2050	History of Art (Early) . . . . .	3	
ART 1203C	Three Dimensional Design . . . . .	3	
ART 2231C	Advertising Design II . . . . .	3	
ART 1202C	Color Design . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Science . . . . .	6	
ARH 2051	History of Art (Modern) . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	

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\* POS 2041 or AMH 2010 may be substituted.

## Anthropology (A.A. 14-324)

This program is designed to give the student the first two years of undergraduate preparation leading to a baccalaureate degree in the social sciences or liberal arts, with many career options in both the private and public sector. The trained person will have knowledge, understanding, skills and attitudes essential for intercultural and international relations (and affairs) in both business and government.

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
POS 1001	Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	2	

BSC 1085	Anatomy and Physiology I . . . . .	3
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
PSY 2012	General Psychology . . . . .	3
GEO 1010	Principles of Geography and Conservation . . . . .	3
	Literature . . . . .	3
MGF 1104	Mathematics for the College Student . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
CPO 2002	Comparative Governments . . . . .	3
LIT 2120	World Literature after 1600 . . . . .	3
REL 2300	Major Religions of the World . . . . .	3
ANT 2000	Introduction to Anthropology . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1022	Modern World History . . . . .	3
WOH 1012	Ancient and Medieval History . . . . .	3

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## Architecture (A.A. 01-003)

The Architecture curriculum is coordinated with the School of Architecture at Florida A & M University. The student majoring in architecture at Palm Beach Community College must complete the A.A. degree requirements with a 2.5 GPA and prepare a portfolio of work acceptable to an admissions committee at Florida A & M University.

Upon acceptance to the FAMU School of Architecture, PBCC graduates will be required to enroll in a six-semester-hour, summer-orientation program to prepare for entrance into the first term of the junior year.

The following four-semester program has been approved by the Florida A & M University School of Architecture.

Students will be better prepared if they complete Art, Drafting, Physics, Algebra II and Solid Geometry courses while in high school.

Course	Title	Semester Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education . . . . .	2	
ART 1203C	Three Dimensional Design . . . . .	3	
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
TAR 1120C	Architectural Drawing . . . . .	3	
ARH 2051	History of Art (Modern) . . . . .	3	
BCN 1210	Building Construction Materials . . . . .	3	
BCN 2253C	Architectural Drafting . . . . .	3	
PHY 2053	General Physics I . . . . .	4	
PHY 2048L	General Physics I Laboratory . . . . .	1	
POS 1001	* Introduction to Political Science . . . . .	3	
ART 1305C	Freehand Perspective Drawing . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
PHY 2054	General Physics II . . . . .	4	
PHY 2049	General Physics II Laboratory . . . . .	1	



SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
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\* POS 2041 or AMH 2010 may be substituted.

NOTE: Recommended course, CGS 1470 Computer Drafting.

### Art Education (A.A. 01-001)

The Art Education program is designed for the student who plans to major in Art Education at a university and become certified to teach art at the elementary through high school level.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ART 1280C	Lettering . . . . .	2
ART 1301C	Intermediate Drawing . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
ART 2330C	Life Drawing . . . . .	3
EDF 1005	Introduction to Education . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Studio Art Electives . . . . .	3
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Studio Art . . . . .	3
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\* POS 2041 or AMH 2010 may be substituted.

### Art History (A.A. 01-008)

The Art History program is designed for the student who wishes to transfer to a university as an Art History major with a view toward teaching and performing scholarly research.

Consultation with an adviser is essential to insure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art student to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3

FRE 1120	Elementary French I . . . . .	4
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FRE 1121	Elementary French II . . . . .	4
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Literature . . . . .	3
REL 1210	The Old Testament . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
ART 2510C	Introduction to Painting . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
REL 1240	The New Testament . . . . .	3
WOH 1012	Ancient and Medieval History . . . . .	3
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\* POS 2041 or AMH 2010 may be substituted.

### Biology, General (A.A. 02-026)

The Biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply, no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he/she plans to transfer. The following is a minimum program:

Course	Title	Semester Hours Credit
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
BOT 1010	General Botany I . . . . .	3
BOT 1010L	General Botany I Laboratory . . . . .	1
	or	
ZOO 1010	General Zoology Lecture (3)	
ZOO 1010L	General Zoology Laboratory (1)	
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MAC 1114	Trigonometry . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ZOO 2713	Comparative Vertebrate Anatomy I . . . . .	3
ZOO 2713L	Comparative Vertebrate Anatomy I Laboratory . . . . .	1
PCB 2063	Genetics . . . . .	3
PCB 2063L	Experiments in Genetics . . . . .	1
CHM 2210	Organic Chemistry I . . . . .	3

CHM 2210L	Organic Chemistry I Laboratory . . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
	or	
PHY 2053	General Physics I (4)	
PHY 2048L	General Physics I Laboratory (1)	
PHY 2054	General Physics II (4)	
PHY 2049L	General Physics II Laboratory (1)	
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
STA 2014	Statistics . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

### Building Construction (A.A. 08-185)

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CGS 1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
EGS 1111	Engineering Graphics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1114	Trigonometry . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
BCN 1210	Building Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3
EGS 2310	Statics . . . . .	3
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4
PHY 2054	General Physics II . . . . .	4
PHY 2049L	General Physics II Laboratory . . . . .	1
	Literature . . . . .	3
	Elective . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

NOTE: Check with your academic adviser as to the upper-division school you wish to attend, as entry requirements vary from school to school. The University of Florida requires that a course in geology be completed during the first two years of the college program.

### Business Administration (A.A. 03-052)

Accounting, Business Administration, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Advertising and Marketing

This curriculum is to be followed by the student who plans to work for the baccalaureate degrees listed above.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAC 1102	* Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
ECO 2013	Principles of Macroeconomics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
POS 1001	** Introduction to Political Science . . . . .	3
STA 2014	Statistics . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
ECO 2023	Principles of Microeconomics . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ACG 2071	Managerial Accounting . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CGS 1361	Introduction to Computers . . . . .	3
	*** Approved Electives . . . . .	6
	Physical Education . . . . .	2
	Natural Sciences . . . . .	6
	Literature . . . . .	3

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\* It is imperative that a student check with an adviser to determine what other math course(s) may be required by a specific upper-division institution.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* Electives should be selected only after you have examined the catalog of the upper-division college you plan to attend. Electives must be approved by your academic adviser.

### Business Education Teacher (A.A. 03-056)

This program is designed for those students going on to a college of education to earn the baccalaureate degree in Business Education. Prospective majors should speak with a counselor before selecting this program.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
OST 1100	Beginning Keyboarding . . . . .	3
OST 1211	Beginning Shorthand . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
OST 1110C	Intermediate Keyboarding . . . . .	3
OST 1272C	Dictation and Transcription . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
OST 2335	Business Communications . . . . .	4
HSC 2200	Health Concepts and Strategies . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
	Physical Education . . . . .	2



Natural Sciences Elective . . . . .	6
Literature . . . . .	3
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\* POS 2041 or AMH 2010 may be substituted.

### Chemistry (A.A. 04-076)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
CHM 1041	General Chemistry II . . . . .	3	
CHM 1041L	General Chemistry II Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1140	Precalculus . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
CHM 2046	General Chemistry III . . . . .	3	
CHM 2046L	General Chemistry III Laboratory . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	2	
CHM 2210	Organic Chemistry I . . . . .	3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
PHY 2048	General Physics w/Calculus I . . . . .	4	
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
CHM 2211	Organic Chemistry II . . . . .	3	
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1	
MAC 2312	Calculus with Analytic Geometry II . . . . .	4	
PHY 2049	General Physics w/Calculus II . . . . .	4	
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1	
	Elective . . . . .	3	
		<hr/> 69	

\* POS 2041 or AMH 2010 may be substituted.

### Computer Science Systems (A.A. 03-125)

The Computer Science Systems curriculum stresses a solid foundation in the physical sciences, mathematics and programming. The program prepares students for systems programming and systems engineering level positions, and is designed for students going on to a college of computer science or engineering to earn the baccalaureate degree in computer science or computer engineering.

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1140	Precalculus . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
CGS 1361	Introduction to Computers . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	

POS 1001	* Introduction to Political Science . . . . .	3	
STA 2014	Statistics . . . . .	3	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
	** Programming . . . . .	9	
PHY 2053	*** General Physics I . . . . .	4	
PHY 2048L	** General Physics I Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
MAC 2312	Calculus with Analytic Geometry II . . . . .	4	
PHY 2054	*** General Physics II . . . . .	4	
PHY 2049L	General Physics II Laboratory . . . . .	1	
	Physical Education . . . . .	2	
	Literature . . . . .	3	
	Elective . . . . .	3	
		<hr/> 68	

\* POS 2041 or AMH 2010 may be substituted.

\*\* Choice of three of the following courses: COP 1160C; COP 1220; COP 1400C; COP 1403C; COP 2120C; COP 2121C; COP 2200; COP 2210; COP 2334.

\*\*\* Many universities require General Physics with Calculus. Check with an adviser.

### Computer Science Business (A.A. 03-127)

The Computer Science Business curriculum stresses a solid foundation in business, the social sciences and programming. This program is designed for those students going on to a college of business or computer information systems to earn the baccalaureate degree in business or computer information systems.

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1102	* Algebra for College Students . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
CGS 1361	Introduction to Computers . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
STA 2014	Statistics . . . . .	3	
POS 1001	** Introduction to Political Science . . . . .	3	
	*** Programming . . . . .	9	
SPC 1600	Fundamentals of Speech . . . . .	3	
ECO 2013	Principles of Macroeconomics . . . . .	3	
ACG 2022	Financial Accounting . . . . .	4	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ECO 2023	Principles of Microeconomics . . . . .	3	
ACG 2071	Managerial Accounting . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
	Physical Education . . . . .	2	
	Literature . . . . .	3	
	Natural Science . . . . .	6	
	Elective . . . . .	3	
		<hr/> 66	

\* It is imperative that a student check with an adviser to determine what other mathematics course(s) may be required by a specific upper-division institution.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* Choice of three of the following courses: COP 1160C; COP 1220; COP

1400C; COP 1403C; COP 2120C; COP 2121C; COP 2200; COP 2210; COP 2334.

### Criminal Justice (A.A. 19-423)

The Criminal Justice program provides a modern approach to the field of criminal justice, with specialized study in law enforcement and/or corrections, including relations with the police, courts and correctional agencies in the total administration of criminal justice. This program is designed to provide personnel with the knowledge and understanding necessary to operate effectively in the complex field of social control.

This program leads to graduation with an associate in arts degree in Criminal Justice, which will enable a student to transfer to a senior university in the Florida University System to obtain a baccalaureate degree. Students should consult with Criminal Justice faculty after their first semester at PBCC to ensure proper sequencing of courses, enabling graduation within proper time frame.

Course	Title	Semester	Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
	Physical Education . . . . .	2		
CCJ 1401	Police Administration II . . . . .	3		
	or			
CCJ 2310	Organization & Administration of Correctional Facilities (3)			
ENC 1102	Freshman Communications II . . . . .	3		
CLP 2002	Personality Development & Adjustment . . . . .	3		
HSC 2200	Health Concepts and Strategies . . . . .	3		
CCJ 2231	Laws of Arrest, Search & Seizure . . . . .	3		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
PSY 2012	General Psychology . . . . .	3		
POS 1001	Introduction to Political Science . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
PSC 1101	Earth Science . . . . .	3		
ARH 1000	Art Appreciation . . . . .	3		
PHY 1001	Applied Physics . . . . .	3		
STA 2014	Statistics . . . . .	3		
CCJ 1020	* Administration of Criminal Justice . . . . .	3		
CCJ 1191	Introduction to Human Behavior and the Criminal Justice Practitioner . . . . .	3		
CCJ 1250	Introduction to Constitutional Law . . . . .	3		
CCJ 1400	* Police Administration I . . . . .	3		
CCJ 2210	* Criminal Law . . . . .	3		
CCJ 2330	* Principles of Probation and Parole . . . . .	3		
CCJ 2500	* Juvenile Delinquency . . . . .	3		
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#### Electives:

Any general education course may be used in general education electives, as indicated under "General Education Requirements for A.A. Degree."

\* Core Courses

### Dance (A.A. 12-275)

This program prepares the student for transfer to the upper-division universities for advanced study in dance. Eighteen credits in dance through the School of Ballet Florida at the Howard/Hale Dance Center are required. Students must contact the School of Ballet Florida for placement auditions.

Course	Title	Semester	Hours	Credit
DAA 1050C	Fundamentals of Rhythmics . . . . .	2		
DAA 1200	Basic Ballet I . . . . .	2		
DAA 1501	Basic Jazz . . . . .	2		
DAA 2160	Contemporary Dance I . . . . .	1		
DAA 2161	Contemporary Dance II . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
MUL 1010	Music Appreciation . . . . .	3		
DAA 1201	Basic Ballet II . . . . .	2		
DAA 1502	Intermediate Jazz I . . . . .	2		
ENC 1102	Freshman Communications II . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
MUT 1001	Fundamentals of Music . . . . .	3		
	Science . . . . .	6		
DAA 1202	Intermediate Ballet I . . . . .	3		
DAA 1220	Intermediate Pointe I . . . . .	1		
	or			
DAA 2230	Men's Advanced Technique I (1)			
DAA 1500	Modern Jazz Dance I . . . . .	1		
SYG 1440	Introduction to the Social Sciences . . . . .	3		
	or			
SYG 2000	Introduction to Sociology (3)			
	Literature . . . . .	3		
DAA 1203	Intermediate Ballet II . . . . .	3		
DAA 1221	Intermediate Pointe II . . . . .	1		
	or			
DAA 2231	Men's Advanced Technique II (1)			
HSC 2200	Health Concepts and Strategies . . . . .	3		
POS 1001	* Introduction to Political Science . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
THE 1000	Introduction to the Theater . . . . .	3		

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#### Futher Recommended Courses:

DAA 2204	Advanced Ballet I . . . . .	3		
DAA 2205	Advanced Ballet II . . . . .	3		
DAA 2222	Advanced Pointe I . . . . .	1		
DAA 2223	Advanced Pointe II . . . . .	1		
DAA 2501	Modern Jazz Dance II . . . . .	1		

\* POS 2041 or AMH 2010 may be substituted.

### Drama (A.A. 24-103)

This program is designed to fulfill the needs of the student who wishes to major in Theater Arts. Participation in performance is required.

Course	Title	Semester	Hours	Credit
DAA 2160	Contemporary Dance I . . . . .	1		
ENC 1101	Freshman Communications I . . . . .	3		
MAC 1102	Algebra for College Students . . . . .	3		
THE 1000	Introduction to the Theater . . . . .	3		
TPA 1210	Fundamentals of Stagecraft . . . . .	3		
TPP 2100	Acting I . . . . .	3		
DAA 2161	Contemporary Dance II . . . . .	1		
ENC 1102	Freshman Communications II . . . . .	3		
MGF 1104	Mathematics for College Students . . . . .	3		
SPC 1600	Fundamentals of Speech . . . . .	3		
THE 1020	Techniques of Dramatic Art . . . . .	3		
TPA 1211	Advanced Stagecraft . . . . .	3		
ARH 1000	Art Appreciation . . . . .	3		
	or			



MUL 1010	Music Appreciation (3)	
POS 1001	* Introduction to Political Science	3
ORI 2000	Oral Interpretation of Literature	3
	Literature	3
	Science	6
HSC 2200	Health Concepts and Strategies	3
SYG 1440	Introduction to the Social Sciences	3
	or	
SYG 2000	Introduction to Sociology (3)	
TPP 2510	Movement for the Theater	3
THE 2051	Theater for a Children's Audience	3
	Literature	3
	Voice Class	1

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### Suggested Electives

SPC 1601	Public Speaking	3
TPP 2110	Acting II	3
THE 2930	Special Topics Costuming	3
RTV 2000	Fundamentals of TV Production	3
TPP 1600	Playwriting	3

\* POS 2041 or AMH 2010 may be substituted.

### Early Childhood Education (A.A. 14-344)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in early childhood education, a cooperative program for training directors and teachers of public, private and church-related nursery schools, kindergartens, Montessori preschools and traditional day-care centers has been developed by Palm Beach Community College. The program is also planned to provide further instruction for in-service teachers working toward a degree in Early Childhood Education.

Course	Title	Semester Hours Credit
CGS 1361	Introduction to Computers	3
DAA 1050C	Fundamentals of Rhythmics	2
EDF 1005	Foundations of Education	3
EEC 1001	Introduction to Early Childhood Education	3
ENC 1101	Freshman Communications I	3
ENC 1102	Freshman Communications II	3
MAC 1102	Algebra for College Students	3
POS 1001	* Introduction to Political Science	3
PSY 2012	General Psychology	3
SPC 1600	Fundamentals of Speech	3
SYG 1440	Introduction to the Social Sciences	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education	1
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
DEP 2102	Child Growth & Development	3
HSC 2200	Health Concepts and Strategies	3
MGF 1104	Mathematics for College Students	3
SYG 2430	Marriage and Family	3
	Literature	3
	** Science	6
	Electives	6

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### Electives

CHD 1320	Methods and Materials I	3
CHD 1338	Methods and Materials II	3
EEC 2530	*** Montessori Curriculum I	3
EEC 2532	*** Montessori Curriculum II	3

\* POS 2041 or AMH 2010 may be substituted.

\*\* Science requirement dependent on university; recommended: BSC 1010, PSC 1101.

\*\*\* EEC 1006 is a co- or prerequisite.

NOTE: Students desiring to teach in preschool programs will need to complete the 20-hour Child Care Workers Certification course.

### Education-Elementary and Secondary (A.A. 14-329)

Academic advisement is required to satisfy the particular needs of individual students.

Course	Title	Semester Hours Credit
	Communications	9
	Health	3
	Humanities	6
	Mathematics	6
	Science	6
	Social Science	6
	Physical Education	2
DEP 2102	* Child Growth & Development	3
EDF 1005	Foundations of Education	3
EDP 2002	* Educational Psychology	3
PSY 2012	General Psychology	3
	Electives	12

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\* Course has prerequisite PSY 2012

NOTE: 12 hours of electives will vary, depending on the student's intended major and/or upper-division school of choice. Please consult with the academic adviser.

### Engineering (A.A. 08-176)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics, along with humanities and the social studies. This provides the engineer not only with necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems, a knowledge necessary to aid the engineer in an engineering career.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I	3
MAC 1114	Trigonometry	3
SYG 1440	Introduction to the Social Sciences	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech	3
	Science	3
	Physical Education	2
CHM 1041	General Chemistry II	3
CHM 1041L	General Chemistry II Laboratory	1
CHM 2046	General Chemistry III	3
CHM 2046L	General Chemistry III Laboratory	1
EGS 1111C	Engineering Graphics	3
ENC 1102	Freshman Communications II	3
MAC 2311	Calculus w/Analytic Geometry I	4
POS 1001	* Introduction to Political Science	3
MAC 2312	Calculus w/Analytic Geometry II	4
PHY 2048	General Physics w/Calculus I	4

PHY 2048L	Gen. Physics w/Calculus I Laboratory . . . . .	1
	Literature . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 2313	Calculus w/Analytic Geometry III . . . . .	4
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1
	** Electives . . . . .	6
		71

**Electives**

EGS 2310	Statics . . . . .	3
MAP 2302	Differential Equations . . . . .	3

\* POS 2041 or AMH 2010 may be substituted.

\*\* COP 2200 is recommended as an elective.

**NOTE:** Students should check with their advisers for specific courses that may be required by some upper-division schools. The University of Florida requires that a course in general biology be completed during the first two years of the college program.

**Fashion Design (A.A. 25-507)**

This curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion design or costume design for theater.

**FRESHMAN YEAR**

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
CTE 2200	Visual Design In Fashion . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
CTE 1310C	Elements of Clothing Construction . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	1
ARH 1000	Art Appreciation . . . . .	3
	or	
ARH 2051C	History of Art (Modern) (3)	
ENC 1102	Freshman Communication II . . . . .	3
CTE 2363C	Commercial Garment Production . . . . .	3
PSY 2012	General Psychology . . . . .	3
CTE 1401	Textiles . . . . .	3
		31

**SOPHOMORE YEAR**

Course	Title	Semester Hours Credit
CTE 2511	History of Costume & Fashion I . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
MGF 1104	Math for College Students . . . . .	3
	(or Equivalent)	
	Science . . . . .	3
CTE 1743	Pattern Making I . . . . .	3
	Physical Education . . . . .	1
CTE 2512	History of Costume & Fashion II . . . . .	3
CTE 1744	Pattern Making II . . . . .	3
	or	
CTE 2751C	Draping (3)	
MAC 1104	Algebra for College Students . . . . .	3
	(or more advanced)	
	Science . . . . .	3

Literature . . . . .	3
	31

**Additional Electives for Extra Credits:**

Course	Title	Semester Hours Credit
SPC 1600	Fundamentals of Speech . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ECO 2013	Macroeconomics . . . . .	3
ECO 2023	Microeconomics . . . . .	3

**Fashion Merchandising (A.A. 25-517)**

This curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in fashion merchandising, buying or fashion coordination.

**FRESHMAN YEAR**

Course	Title	Semester Hours Credit
CTE 2200	Visual Design in Fashion . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
CTE 1310C	Elements of Clothing Construction . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	1
ARH 1000	Art Appreciation . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
PSY 2012	General Psychology . . . . .	3
MGF 1104	Math for College Students . . . . .	3
	(or Equivalent)	
CTE 1401	Textiles . . . . .	3
		28

**SOPHOMORE YEAR**

Course	Title	Semester Hours Credit
ECO 2023	Principles of Microeconomics . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
ACG 2022	Financial Accounting . . . . .	4
CGS 1060	PC Starter (or Equivalent) . . . . .	1
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1104	Algebra for College Students . . . . .	3
	(or Equivalent)	
POS 1001	Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Physical Education . . . . .	2
	Science . . . . .	6
		34

**Added Electives:**

ACG 2022 (Financial Accounting) or CTE 1743 (Pattern Making I), CTE 1744 (Pattern Making II), CTE 2751C (Draping), CTE 2363C (Commercial Garment Construction), CTE 2340C (Advanced Clothing Construction).

**Fine Arts (A.A. 01-006)**

The Fine Arts program is designed to prepare students for advanced work as painters, sculptors or printmakers at a university or art institute.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a



studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education . . . . .	2	
ARH 2051	History of Art (Modern) . . . . .	3	
ART 1301C	Intermediate Drawing . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
	Studio Art . . . . .	3	
ARH 2050	History of Art (Early) . . . . .	3	
ART 2330C	Life Drawing . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
	Literature Elective . . . . .	3	
	Studio Art Elective . . . . .	3	
	Science . . . . .	6	
MGF 1104	Mathematics for College Students . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Studio Art . . . . .	6	
			65

\* POS 2041 or AMH 2010 may be substituted.

### Geography (A.A. 14-336)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts & Strategies . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
	Mathematics . . . . .	6	
	Science . . . . .	6	
	Social Science . . . . .	6	
	Physical Education . . . . .	2	
GEO 1010	Principles of Geography & Conservation . . . . .	3	
	* Electives . . . . .	21	
			62

#### Electives

ASN 2000	Asian Studies . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
ECO 2023	Principles of Microeconomics . . . . .	3
PSY 2012	General Psychology . . . . .	3
STA 2014	Statistics . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

Suggested electives, according to State University System.

### Government-Foreign Service (A.A. 14-335)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts & Strategies . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
	Mathematics . . . . .	6	
	Science . . . . .	6	
	Social Science . . . . .	6	
	Physical Education . . . . .	2	
	Electives . . . . .	24	
			62

#### Electives

AMH 2010	United States History to 1865 . . . . .	3
AMH 2020	United States History after 1865 . . . . .	3
ANT 2000	Introduction to Anthropology . . . . .	3
ART 1201C	Design Fundamentals . . . . .	3
ASN 2000	Soviet Studies . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
LIT 2110	World Literature to 1600 . . . . .	3
LIT 2120	World Literature After 1600 . . . . .	3
POS 2041	American National Government . . . . .	3
POS 2112	American State & Local Government . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

### History (A.A. 14-327)

This curriculum is designed to provide a fairly comprehensive background in history. It will prepare a student for a history major at a university or four-year college in a bachelor of arts program. The same curriculum will serve as a guide for a student planning to teach history in a secondary school.

Additional requirements for secondary education majors follow. +

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts & Strategies . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
SYG 1440	** Introduction to the Social Sciences . . . . .	3	
	Art or Music Appreciation . . . . .	3	
	Literature . . . . .	3	
	*** Mathematics . . . . .	6	
	† Science . . . . .	6	
	Physical Education . . . . .	2	
AMH 2010	U.S. History to 1865 . . . . .	3	
AMH 2020	U.S. History from 1865 . . . . .	3	
WOH 1012	Ancient & Medieval History . . . . .	3	
WOH 1022	Modern World History . . . . .	3	
	Electives . . . . .	12	
			62

**Electives**

ASN 2000	Asian Studies . . . . .	3
CPO 2040	Comparative Governments . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
POS 2041	American National Government . . . . .	3
REL 2300	Major Religions of the World . . . . .	3
STA 2014	Statistics . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Foreign Languages . . . . .	8

**+Teacher Education Requirement**

DEP 2102	† Child Growth & Development . . . . .	3
EDF 1005	Foundations of Education . . . . .	3
EDP 2002	‡ Educational Psychology . . . . .	3
PSY 2012	General Psychology . . . . .	3

\* AMH 2010 or POS 2041 may be substituted.

\*\* SYG 2000 may be substituted.

\*\*\* Contact university of your choice for specific requirements.

† Biology strongly recommended.

‡ Course has prerequisite PSY 2012.

**Home Economics (A.A. 28-501)**

This suggested curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods and nutrition, clothing textiles and in other related areas.

Course	Title	Semester Hours Credit
CTE 1310C	Elements of Clothing Construction . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
	Physical Education . . . . .	2
POS 1001	* Introduction to Political Science . . . . .	3
	Science . . . . .	6
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
ARH 1000	Art Appreciation . . . . .	3
CHD 1220	Child Develop., Infancy/Preschool . . . . .	3
CTE 2200	Visual Design in Fashion . . . . .	3
CTE 2340C	Advanced Clothing Construction . . . . .	3
CTE 1401	Textiles . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Literature . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

**Interior Design (A.A. 01-005)**

The Interior Design program is designed to prepare the student for advanced work in interior design at a university.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of all art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals . . . . .	3
ART 1300C	Drawing Fundamentals . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
TAR 1120C	Architectural Drawing . . . . .	3
ART 1203C	Three Dimensional Design . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
ARH 2050	History of Art (Early) . . . . .	3
ART 1110C	Introduction to Ceramics . . . . .	3
ART 1305C	Freehand Perspective Drawing . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Science . . . . .	6
ARH 2051	History of Art (Modern) . . . . .	3
ART 1202C	Color Design . . . . .	3
IND 1012C	Introduction to Interior Design . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

**Journalism (A.A. 05-104)**

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PUR 2100	Writing for Public Relations . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	6
	Physical Education . . . . .	2
ENC 1102	** Freshman Communications II . . . . .	3
JOU 1100	Basic Writing for Mass Communication . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MMC 1000	Survey of Communications . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3



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	Elective . . . . .	8
JOU 2103	Reporting and Writing Techniques . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1601	Public Speaking . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

\*\* ENC 1141 may be substituted.

### Liberal Arts (A.A. 05-105)

#### Creative Writing, English, English Teacher, Foreign Languages, Foreign Language Teacher

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Science . . . . .	6	
	Physical Education . . . . .	2	
	* Foreign Languages . . . . .	14	
ENC 1102	Freshman Communications II . . . . .	3	
	or		
ENC 1141	Writing About Literature . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
POS 1001	** Introduction to Political Science . . . . .	3	
AML 2010	*** American Literature to 1865 . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation(3)		
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	6	
AML 2022	*** American Literature after 1865 . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
	Elective . . . . .	3	

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#### Electives

PHI 1100	Art of Thinking . . . . .	3
ORI 2000	Oral Interpretation of Literature . . . . .	3

\* All 14 credits must be in one language; Spanish/French/Italian.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* ENL 2010, ENL 2020, LIT 2110, LIT 2120 may be substituted.

### Marketing/Distributive Education Teacher (A.A. 03-500)

This degree is offered for the student who is interested in pursuing a career as a teacher. This program is designed for the student transferring to a college of education. Prospective majors should speak with a counselor before selecting this program.

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
GEB 1011	Introduction to Business . . . . .	3	
	* Natural Sciences . . . . .	6	
ENC 1102	Freshman Communications II . . . . .	3	

MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	** Introduction to Political Science . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
MKA 2042	Principles of Retailing II . . . . .	3
	*** Physical Education . . . . .	2
SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MKA 1511	Advertising . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BUL 2241	Business Law I . . . . .	3
	* Literature . . . . .	3
MKA 2021	Salesmanship . . . . .	3

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\* See catalog section "Associate in Arts."

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* See catalog section "Graduation Requirements."

### Mathematics (A.A. 11-251)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
FRE 1120	Elementary French I . . . . .	4	
MAC 2311	Calculus with Analytic Geometry I . . . . .	4	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education . . . . .	2	
ENC 1102	Freshman Communications II . . . . .	3	
FRE 1121	Elementary French II . . . . .	4	
MAC 2312	Calculus with Analytic Geometry II . . . . .	4	
COP 2200	Fortran Programming . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
	Literature . . . . .	3	
FRE 2200	Intermediate French I . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 2313	Calculus with Analytic Geometry III . . . . .	4	
PHY 2048	General Physics with Calculus I . . . . .	4	
PHY 2048L	General Physics with Calculus I Laboratory . . . . .	1	
FRE 2201	Intermediate French II . . . . .	3	
MAP 2302	Differential Equations . . . . .	3	
PHY 2049	General Physics with Calculus II . . . . .	4	
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
STA 2014	Statistics . . . . .	3	

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\* POS 2041, AMH 2010 may be substituted.

### Music, Music Education (A.A. 12-276)

Four semesters of class piano or the equivalent are suggested for all A.A. degree music candidates. Students who are piano majors will select courses in applied music class instruction other than MVK 1111A, B and MVK 2121 A, B.

Music Composition and Music Education majors should add instrumental techniques courses: MUE 2440, 2450, 2460 and 2470.

Course	Title	Semester Hours Credit
	Applied Music . . . . .	4
	Ensembles . . . . .	2
MUS 0010	Recital Seminar . . . . .	0
MUT 1111	Music Theory I . . . . .	3
MUT 1241	Ear Training & Sight Singing I . . . . .	1
MVK 1111A	Class Instruction - Piano I (1)	
MVK 1111B	Class Instruction - Piano II (1)	
MVK 2121A	Class Instruction - Piano III (1)	
MVK 2121B	Class Instruction - Piano IV (1)	
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
MUT 1112	Music Theory II . . . . .	3
MUT 1242	Ear Training and Sight Singing II . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
	Applied Music . . . . .	4
	Ensembles . . . . .	2
MUS 0010	Recital Seminar . . . . .	0
MUT 2116	Music Theory III . . . . .	3
MUT 2246	Ear Training & Sight Singing III . . . . .	1
MUT 2231	Keyboard Harmony I . . . . .	1
MUH 2111	Introduction to Music History I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MUT 2117	Music Theory IV . . . . .	3
MUT 2247	Ear Training & Sight Singing IV . . . . .	1
MUT 2232	Keyboard Harmony II . . . . .	1
MUH 2112	Introduction to Music History II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

### Oral Communications (A.A. 05-106)

Students need oral communication skills to live productively in a society which is placing enormous emphasis on oral communication skills, as evidenced by our communication information explosion. In this program, the area of concentration leads to a university bachelor's degree.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	* Introduction to the Social Sciences . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	** Introduction to Political Science . . . . .	3
SPC 1300	Interpersonal Communication . . . . .	3
SPC 1601	Public Speaking . . . . .	3

AML 2010	*** American Literature to 1865 . . . . .	3
	or	
AML 2022	*** American Literature after 1865 (3)	
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation(3)	
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
	Elective . . . . .	6
ORI 2000	Oral Interpretation of Literature . . . . .	3
PUR 2100	Writing for Public Relations . . . . .	3
TPP 2100	Acting I . . . . .	3
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### Electives

JOU 1100	Mass Communication . . . . .	3
MMC 1000	Survey Communication . . . . .	3
PHI 1100	Art of Thinking . . . . .	3
PSY 2012	General Psychology . . . . .	3
RTV 2000	Fundamentals of TV Production . . . . .	3

\* SYG 2000 may be substituted.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* ENL 2010, ENL 2020, LIT 2110, LIT 2120 may be substituted.

### Ornamental (Environmental) Horticulture (A.A. 08-192)

The Ornamental (Environmental) Horticulture program is designed for students planning to continue studies for a bachelor of science degree in Environmental Horticulture at the University of Florida. This program was developed as the result of the Two Plus Two Articulation Agreement negotiated with the university.

Having completed the A.A. program, students may continue to live and work in Palm Beach County while pursuing studies for the B.S. degree at the University of Florida's Research and Teaching Facility in Ft. Lauderdale.

General Education Requirements:

#### Area I: Communications

A grade of "C" or higher is required for the following courses.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
	or	
ENC 1141	Writing About Literature (3)	
		9

#### Area II: Health

HSC 2200	Health Concepts and Strategies . . . . .	3
		3

#### Area III: Humanities

A grade of "C" or higher is required for the following courses.

Two of the following courses are to be chosen:

Course	Title	Semester Hours Credit
AML 2010	American Literature to 1865 . . . . .	3
	or Choose one of the following courses	
AML 2022	American Literature after 1865 (3)	
ENL 2010	English Literature to 1798 (3)	
ENL 2020	English Literature after 1798 (3)	



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LIT 2110 World Literature to 1600 (3)  
LIT 2120 World Literature after 1600 (3)

One of the following courses is to be chosen:

ARH 1000	Art Appreciation . . . . .	3
ARH 2050	History of Art (Early) (3)	
ARH 2051	History of Art (Modern) (3)	
MUL 1010	Music Appreciation (3)	
MUL 2111	Introduction to Music History I (3)	
MUL 2112	Introduction to Music History II (3)	
		6

### Area IV: Mathematics

A grade of "C" or higher is required for the following courses.

Course	Title	Semester Hours	Credit
MAC 1114	Trigonometry . . . . .	3	
MAC 1140	Precalculus . . . . .	3	
		6	

### Area V: Science

Course	Title	Semester Hours	Credit
BSC 1010	Principles of Biology . . . . .	3	
CHM 1040	General Chemistry I . . . . .	3	
CHM 1041	General Chemistry II and Laboratory . . . . .	4	
CHM 2046	General Chemistry III and Laboratory . . . . .	4	
		14	

### Area VI: Social Science

A grade of "C" or higher is required for the following courses.

Two of the following courses are to be chosen:

Course	Title	Semester Hours	Credit
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
AML 2010	United States History to 1865 . . . . .	3	
POS 1001	Introduction to Political Science (3)		
POS 2041	American National Government (3)		
		6	

Core Courses:

Course	Title	Semester Hours	Credit
ORH 1815	Introduction to Horticulture . . . . .	3	
ORH 2831	Introduction to Landscape Design . . . . .	3	
SOS 1102	Soil and Fertilizers* . . . . .	3	
PMA 2213	Plant Pest Management* . . . . .	3	
ORH 2515	Plant Identification I** . . . . .	3	
ORH 2222	Turfgrass Culture . . . . .	3	
PLS 2220	Plant Propagation . . . . .	3	
		21	
		65	

\* The University of Florida Department of Environmental Horticulture will accept these courses toward the baccalaureate degree. A grade of "C" or higher is required.

\*\* Students enrolled in this course will take the IFAS final exam. A passing grade will waive the upper-division requirement for a plant-identification course.

### Photography (A.A. 01-004)

This Photography program is designed to prepare a student for advanced work in photography at a university.

Consultation with an adviser is essential to ensure proper sequence of courses. Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (No Automatic Cameras Without Manual Override).

Course	Title	Semester Hours	Credit
ART 1201C	Design Fundamentals . . . . .	3	
ART 1300C	Drawing Fundamentals . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
PGY 1101C	Introduction to Photography . . . . .	3	
SYG 1440	* Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
ENC 1102	Freshman Communications II . . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	
PGY 2440C	Experimental Photography . . . . .	3	
POS 1001	* Introduction to Political Science . . . . .	3	
	+ Studio Art . . . . .	2-3	
	Physical Education . . . . .	2	
ARH 2050	History of Art (Early) . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
PGY 1110C	Color Printing I . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	+ Photography . . . . .	2-3	
	Science . . . . .	6	
ARH 2051	History of Art (Modern) . . . . .	3	
	Literature . . . . .	3	
	+ Studio Art . . . . .	2-3	
	+ Photography . . . . .	2-3	
		60/62	

### + Electives

GRA 2505C	Screen Printing . . . . .	3
PGY 1105C	Zone System . . . . .	3
PGY 1111C	Color Printing II . . . . .	3
PGY 1265C	Photo Materials and Processes I . . . . .	2
PGY 1266C	Photo Materials and Processes II . . . . .	2
PGY 2109C	Fine Print . . . . .	2
PGY 2116C	Dye-Transfer Photography . . . . .	3
PGY 2221C	Techniques of Commercial Photography . . . . .	3
RTV 2000	Fundamentals of Television Production . . . . .	3

\* POS 2041 or AMH 2010 may be substituted.

### Physical Education (A.A. 10-227)

This program is designed to prepare the student for matriculation in one of the nine state universities in Florida. Since the requirements of the universities vary, students should counsel with a professional physical education staff member before selecting their courses. This program is also designed to allow students to prepare for non-teaching professions such as coaching, recreation, exercise physiology, exercise fitness and sports.

Course	Title	Semester Hours	Credit
BSC 1085	Anatomy and Physiology I . . . . .	3	
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
PEM 1221C	Fund. of Stunts, Tumbling, Gymnastics . . . . .	3	
PET 2000	Introduction to Physical Education . . . . .	3	

PEO 1511C	Fundamentals of Soccer . . . . .	2
PEO 1321C	Individual Sports . . . . .	3
BSC 1086	Anatomy and Physiology II . . . . .	3
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PEO 2351	Fundamentals of Racquet Sports . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MUL 1010	Music Appreciation . . . . .	3
PEO 1323	Volleyball: Fundamentals & Officiating . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
DAA 1050C	Fundamentals of Rhythmics . . . . .	2
ENL 2010	English Literature to 1798 . . . . .	3
PEO 2621C	Fundamentals of Basketball . . . . .	2
PEP 2101	Essentials of Fitness . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

NOTE: Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for other majors.

### Physical Science (A.A. 18-405)

### Physics (A.A. 18-401)

#### Astronomy, Geology, Meteorology

This physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
MAC 2311	Calculus w/Analytic Geometry I . . . . .	4
	Physical Education . . . . .	2
	Foreign Language . . . . .	8
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 2312	Calculus w/Analytic Geometry II . . . . .	4
MAC 2313	Calculus w/Analytic Geometry III . . . . .	4
COP 2200	FORTTRAN Programming . . . . .	3
PHY 2048	General Physics w/Calculus I . . . . .	4
PHY 2048L	General Physics w/Calculus I Laboratory . . . . .	1
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
MAP 2302	Differential Equations . . . . .	3
PHY 2049	General Physics w/Calculus II . . . . .	4
PHY 2049L	General Physics w/Calculus II Laboratory . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3

Literature . . . . .	3
** Electives . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

\*\* Suggested electives: STA 2014, EGS 1111, ETD 1110, CGS 1361.

NOTE: Students planning to go to the University of Florida should take seven hours of biology.

### Political Science (A.A. 14-339)

The Political Science major affords students the opportunity to expand their knowledge in the areas of political processes, political behavior, international awareness, aspects of power, critical thinking, citizenship, freedom and many other specific and interdisciplinary areas which will enhance their capability to engage in advanced study, social and political responsibility and successful employment opportunities.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3
	or	
POS 2041	American National Government (3)	
	or	
AMH 2010	U.S. History to 1865 (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Literature . . . . .	3
	Mathematics (college level) . . . . .	6
	Science . . . . .	6
	Physical Education . . . . .	2
	Electives . . . . .	24

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#### Electives

CPO 2002	Comparative Governments . . . . .	3
INR 2002	International Relations . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3
POS 2041	American National Government . . . . .	3
POS 2112	American State and Local Governments . . . . .	3
AMH 2010	U.S. History to 1865 . . . . .	3
AMH 2020	U.S. History from 1865 to Present . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
GEO 1010	Geography and Conservation . . . . .	3
PHI 1000	Introduction to Philosophy . . . . .	3
SYG 1012	Introduction to Global Studies . . . . .	3
	Foreign Language . . . . .	8

### Pre-Law (A.A. 14-332)

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3



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SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	6
	Physical Education . . . . .	2
AMH 2010	U.S. History to 1865 . . . . .	3
AMH 2020	U.S. History from 1865 to Present . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PHI 1100	Art of Thinking . . . . .	3
POS 2041	* American National Government . . . . .	3
	Literature . . . . .	3
	Elective . . . . .	1
	Foreign Language . . . . .	8

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\* POS 1001 or AMH 2010 may be substituted.

### Pre-Ministry And Philosophy (A.A. 14-334)

Course	Title	Semester Hours	Credit
BSC 1010	Principles of Biology . . . . .	3	
BSC 1010L	Principles of Biology Laboratory . . . . .	1	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
MUL 1010	Music Appreciation . . . . .	3	
PEL 1011	Team Activities . . . . .	1	
PHI 1000	Introduction to Philosophy . . . . .	3	
REL 1210	Old Testament . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Foreign Language Electives . . . . .	6	
	Physical Education . . . . .	1	
ENL 2010	English Literature to 1798 . . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	
POS 2041	* American National Government . . . . .	3	
PSC 1101	Earth Science . . . . .	3	
PSY 2012	General Psychology . . . . .	3	
REL 1240	New Testament . . . . .	3	
REL 2300	Major Religions of the World . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Elective . . . . .	3	

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\* POS 1001 or AMH 2010 may be substituted.

### Psychology (A.A. 14-331)

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
	Literature . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		

	* Mathematics . . . . .	6
	** Science . . . . .	6
	Social Science . . . . .	6
	Physical Education . . . . .	2
PSY 2012	General Psychology . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
DEP 2102	*** Child Growth & Development . . . . .	3
CLP 2002	*** Personality Development and Adjustment . . . . .	3
EDP 2002	Educational Psychology . . . . .	3
HUS 1200	Group Dynamics . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
	Foreign Language . . . . .	8

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\* Contact the university of your choice for specific requirements.

\*\* Biology strongly recommended.

\*\*\* Course has prerequisite PSY 2012.

### Social Science, General (A.A. 14-326)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts & Strategies . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
	Literature . . . . .	3	
	Mathematics . . . . .	6	
	Science . . . . .	6	
	Social Science . . . . .	6	
	Physical Education . . . . .	2	
	Electives . . . . .	24	

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#### Electives

ANT 2000	Introduction to Anthropology . . . . .	3
ASN 2000	Soviet Studies . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
PHI 1000	Introduction to Philosophy . . . . .	3
PSY 2012	General Psychology . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3

### Social Science-International Studies (A.A. 14-333)

Course	Title	Semester Hours	Credit
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ASN 2000	Soviet Studies . . . . .	3	
CPO 2002	Comparative Governments . . . . .	3	
ECO 2013	Principles of Macroeconomics . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
GEO 1010	Principles of Geography & Conservation . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
MGF 1104	Mathematics for College Students . . . . .	3	

POS 1001	* Introduction to Political Science . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SPC 1600	Fundamentals of Speech . . . . .	3
SPN 1120	** Elementary Spanish I . . . . .	4
SPN 1121	** Elementary Spanish II . . . . .	4
WOH 1012	Ancient & Medieval History . . . . .	3
WOH 1022	Modern World History . . . . .	3
	Literature . . . . .	3
	Science . . . . .	6
	Physical Education . . . . .	2
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\* POS 2041 or AMH 2010 may be substituted.

\*\* French may be substituted.

### Social Science Teacher (A.A. 14-328)

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
SPC 1660	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3
	Mathematics . . . . .	6
	Science . . . . .	6
	Social Science . . . . .	6
	Physical Education . . . . .	2
AMH 2010	American History Before 1865 . . . . .	3
AMH 2020	American History After 1865 . . . . .	3
DEP 2101	Child Growth & Development . . . . .	3
EDF 1005	Foundations of Education . . . . .	3
GEO 1010	Principles of Geography & Conservation . . . . .	3
POS 2041	American National Government . . . . .	3
PSY 2012	General Psychology . . . . .	3
	Electives . . . . .	3
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#### Electives\*

ANT 2000	Introduction to Anthropology . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
STA 2014	Statistics . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
SYG 2010	American Social Problems . . . . .	3

\* Choose according to university transfer.

### Social Worker (A.A. 14-330)

This curriculum is designed to provide a broad background in social work. A core of courses is designed to prepare the student to be equipped to matriculate at a university to pursue a bachelor's degree in social work; core courses are recommended by the Council on Social Work Education.

Course	Title	Semester Hours Credit
BSC 1085	Anatomy and Physiology I . . . . .	3
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .	1

ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Literature . . . . .	3
	Mathematics (Contact your adviser) . . . . .	6
	Physical Education . . . . .	2
PSY 2012	General Psychology . . . . .	3
SOW 1031	Introduction to Social Work . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2010	American Social Problems . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
	Electives . . . . .	6
		60

#### Electives

CCJ 2500	Juvenile Delinquency . . . . .	3
CLP 2002	Personality Development and Adjustment . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3
HUS 1100	Counseling and Interviewing . . . . .	3
HUS 1200	Principles of Group Dynamics . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SYG 2361	Death and Dying . . . . .	3

\* AMH 2010, POS 2041 or POS 2112 may be substituted.

### Sociology Major (A.A. 14-325)

A Sociology major is an excellent preparation for many different career options in both government and private industry, as well as Sociology, Liberal Arts or other upper-level university majors.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
PHI 1000	Introduction to Philosophy . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Literature . . . . .	3
	Physical Education . . . . .	2
	Science . . . . .	6
	+ Social Science . . . . .	15
	Electives . . . . .	3
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#### Electives

Language, Economics, Computers, Mathematics, Human Services, Science



**+ Electives recommended for Social Science**

ANT 2000	Introduction to Anthropology . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SYG 1230	American Minorities Today . . . . .	3
SYG 2010	American Social Problems . . . . .	3
SYG 2430	Marriage and Family . . . . .	3
SYG 2361	Death and Dying . . . . .	3

\* AMH 2010 or POS 2041 may be substituted.

**Surveying (A.A. 08-189)**

This program is designed to prepare the student for a profession as a licensed land surveyor. The program provides the necessary general education requirements and professional courses for the first two years of a four-year program leading to a bachelor's degree in surveying. The program also provides the thorough foundation of mathematics, physics and surveying necessary to qualify for the state licensing exam in surveying.

Course	Title	Semester Hours	Credit
CHM 1040	General Chemistry I . . . . .	3	
	or		
BSC 1050	Environmental Conservation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
SUR 1101C	Basic Surveying and Mapping . . . . .	4	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education . . . . .	1	
ENC 1102	Freshman Communications II . . . . .	3	
MAC 2311	Calculus with Analytic Geometry . . . . .	4	
POS 1001	* Introduction to Political Science . . . . .	3	
SUR 2201C	Route Geometrics . . . . .	4	
SUR 2403	Land Surveying Principles . . . . .	3	
	Physical Education . . . . .	1	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 2312	Calculus with Analytic Geometry . . . . .	4	
PHY 2053	General Physics I . . . . .	4	
PHY 2048L	Physics I Laboratory . . . . .	1	
SUR 2462C	Land Planning . . . . .	3	
	Literature . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1011	Music Appreciation (3)		
MAC 2313	Calculus and Analytic Geometry III . . . . .	4	
PHY 2054	General Physics II . . . . .	4	
PHY 2949L	Physics II Laboratory . . . . .	1	
SPC 1600	Fundamentals of Speech . . . . .	3	
SUR 1660C	Professional Drafting for Surveyors . . . . .	2	

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\* AMH 2010 may be substituted.

**Technology Education (A.A. 08-184)**

This program will provide the necessary general education requirements for the first two years of a four-year program leading to a bachelor's degree in Technology Education. It is in line with an articulation agreement with the University of South Florida. In addition, it includes basic courses of the major field for teacher certification in the State of Florida.

Course	Title	Semester Hours	Credit
MGF 1104	Mathematics for College Students . . . . .	3	
EGS 1111C	Engineering Graphics . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
CGS 1361	Introduction to Computers . . . . .	3	
CHM 1015	Principles of Chemistry . . . . .	3	
GRA 1500C	Graphic Arts Industries . . . . .	3	
ETI 1481	Introduction to Robotics and Automated Manufacturing . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
SPC 1600	Fundamentals of Speech . . . . .	3	
BCN 2253C	Architectural Drafting . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	Physical Education . . . . .	2	
PSY 2012	General Psychology . . . . .	3	
POS 2041	American National Government . . . . .	3	
AML 2010	American Literature to 1865 . . . . .	3	
EET 1015	DC Circuit Analysis . . . . .	3	
EET 1015L	DC Circuit Analysis Laboratory . . . . .	1	
CGS 1470	Computer Drafting . . . . .	2	
MAC 1102	Algebra for College Students . . . . .	3	
PHY 1001	Applied Physics . . . . .	3	
PHY 2048L	* General Physics with Calculus I Laboratory . . . . .	1	
OST 1811	Desktop Publishing . . . . .	3	
EET 1025	AC Circuit Analysis . . . . .	3	
EET 1025L	AC Circuit Analysis Laboratory . . . . .	1	
EET 1411C	Manufacturing Processes . . . . .	3	
GRA 1501C	Graphic Arts Technology I . . . . .	3	
SYG 2000	Introduction to Sociology . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
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\* Optional lab which may be taken concurrently or after completion of PHY 1001.

**NOTE:** Students are strongly urged to complete the State University System foreign language entry, Gordon Rule and CLAST requirements prior to enrolling at USF.



# Associate In Science Programs

## Accounting Technology (A.S. 03-050)

This accounting program is designed for those students who intend to seek immediate employment in the accounting field upon graduation or who are presently employed in accounting and allied fields and desire advancement. Students wishing to transfer to a college or university should enroll in the Business Administration (A.A.) program.

Course	Title	Semester Hours Credit
ACG 2022	* Financial Accounting . . . . .	4
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2021	Principles of Management . . . . .	3
	or	
GEB 1011	Introduction to Business (3)	
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MNA 2100	Human Relations . . . . .	3
OST 2335	Business Communications . . . . .	4
ACG 2100	* Intermediate Accounting . . . . .	3
ACG 2360	* Cost Accounting . . . . .	3
CGS 2104	* Microcomputer Operations-Accounting . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
TAX 2000	* Federal Income Tax I . . . . .	3
ACO 2661	* Accounting Information Systems . . . . .	3
TAX 2010	* Federal Income Tax II . . . . .	3
	** Business/Accounting . . . . .	3
	Physical Education . . . . .	2
	* Mathematics . . . . .	3
	Natural Sciences . . . . .	3
	Humanities . . . . .	3
	Social/Political Sciences . . . . .	3

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\* For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

\*\* Select from Economics, Business Law or Not-for-profit Accounting.

## Automotive Service Management Technology (A.S. 08-188)

The Automotive Service Management Technology program is a two-to three-year articulated program consisting of an Automotive Technology core offered by ASE certified technical schools and a Management core of courses offered by Palm Beach Community College. Any nationally certified auto mechanic with certification in each of the technical core course subject areas may apply for credit by presenting documentation of certification and verification of work experience in each area.

Students must complete a minimum of seven areas plus the apprentice training at an ASE certified school, such as North Technical Education Center. Twenty-four semester hours of college credit will be awarded to students after they enroll in and complete 15 semester hours of course work in the Management Core.

Course	Title	Semester Hours Credit
CGS-1361	Introduction to Computers . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3

MAC 1102	Algebra for College Students . . . . .	3
MAN 2021	Principles of Management . . . . .	3
MNA 2100	Human Relations . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
PHY 1001	Applied Physics . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
	** Humanities . . . . .	3
	Physical Education . . . . .	2
	Elective . . . . .	3
AER 1000	*** Automotive Parts and Customer Relations . . . . .	3
AER 1004	*** Engine Diagnosis and Repair . . . . .	3
AER 1100	*** Electrical System Diagnosis and Repair . . . . .	3
AER 1112	*** Engine Performance . . . . .	3
AER 1120	*** Suspension and Steering Systems . . . . .	3
AER 1121	*** Brake System Diagnosis and Repair . . . . .	3
AER 1131	*** Automatic Transmission and Transaxles . . . . .	3
AER 1162	*** Manual Transmissions and Drive Train . . . . .	3
AER 1171	*** Heating and Air-conditioning Systems . . . . .	3
AER 1940	† Apprentice Experience I . . . . .	1
AER 1941	† Apprentice Experience II . . . . .	1
AER 1942	† Apprentice Experience III . . . . .	1

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### Electives

BUL 2241	Business Law I . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
MAC 1114	Trigonometry . . . . .	3
MKA 2021	Salesmanship . . . . .	3

\*AMH 2010, POS 2041, SYG 1440 or SYG 2000 may be substituted.

\*\* Any general education humanities course may be taken.

\*\*\* Credit will be awarded based on successful completion of the appropriate ASE examination and 180 hours of certified laboratory experience in each area.

† Credit will be awarded based on completion of a certified training plan in an approved agency.

## Building Construction Technology (A.S. 08-198)

Course	Title	Semester Hours Credit
BCN 1272	Plans Interpretation . . . . .	3
BCN 1616	Advanced Construction Estimating . . . . .	3
BCN 1740	Construction Law . . . . .	3
BCN 1750	Construction Finance . . . . .	3
BCN 2220	Construction Materials and Methods . . . . .	3
BCN 2712	Construction Supervision Procedure . . . . .	3
BCN 2941	** Building Construction Experience . . . . .	3
SUR 1101C	Basic Surveying and Mapping . . . . .	4
	*** Humanities . . . . .	3
BCN 1210	Building Construction Materials . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1210	Applied Communications . . . . .	3
ETD 1110	Introduction to Technical Drawing . . . . .	2
HSC 2200	Health Concepts and Strategies . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
MAC 1102	Algebra for College Students . . . . .	3
MAC 1114	Trigonometry . . . . .	3



## 48 Associate in Science Programs

POS 2041	† American National Government . . . . .	3
PSC 1341	Physical Science for Today's World . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
SUR 1101C	Basic Surveying and Mapping . . . . .	4
	Physical Education . . . . .	2

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*\*\* Credit will be awarded for experience in the building trade.*

*\*\*\*ARH 1000 Art Appreciation, MUL 1010 Music Appreciation*

*† POS 1001 may be substituted.*

**NOTE:** SUR 1101C Basic Surveying and Mapping may be A.S. credit for graduation in the Building Construction Management program in lieu of any of the above construction courses.

### Business Administration And Management (A.S. 03-057)

This program is designed for students who want to enter the world of business upon completion of two years of study. Basic theoretical knowledge is included, but the major emphasis is on application with maximum flexibility to explore various fields of vocational interest.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
	or	
MNA 2100	Human Relations (3)	
	*Business Electives . . . . .	15
ENC 1102	Freshman Communications II . . . . .	3
	or	
OST 2335	Business Communications (4)	
	or	
ENC 1210	Applied Communications (3)	
	** Electives . . . . .	6
HSC 2200	Health Concepts and Strategies . . . . .	3
APA 1111	Bookkeeping . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
	Physical Education . . . . .	2
	Social/Political Science . . . . .	3
	Mathematics . . . . .	3
	Humanities . . . . .	3
	Natural Science . . . . .	3

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*\* Select from areas of accounting, business, computer science, law, economics, management, marketing, real estate, secretarial science and data processing.*

*\*\* Select from general education, business or other technical courses.*

### Child Development and Education (A.S. 28-342)

#### Traditional Option, Montessori Specialist Option

The Center for Early Learning, located on the Central Campus, is a Montessori-based laboratory preschool. Students from a variety of disciplines, including education, psychology and nursing, utilize the observation room adjacent to the Center to complete course-assigned observations of young children. In addition, the Center serves as a practicum site for interns from both the traditional and Montessori education options.

The Center is licensed to serve 22 children, ages 2-1/2 to 5, from 8 a.m. to 12:30 p.m. each day that the College is in session during the

fall, winter and spring terms. Children of students, staff and faculty are eligible to enroll. Tuition is \$40 per week, with a non-refundable \$25 registration fee charged each term. The Center is staffed by two Montessori-trained teachers.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
DAA 1050C	Fundamentals of Rhythmics . . . . .	2
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	* Social Science . . . . .	3
	Humanities . . . . .	3
	Physical Education . . . . .	1
CHD 1220	Child Development Infancy/Pre-School . . . . .	3
CHD 2227	Managing Children's Behavior . . . . .	3
CHD 2800	Child Care Facility Management . . . . .	3
EEC 1001	Early Childhood Education . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
HUS 1003	Introduction to Human Services . . . . .	3
PSY 2012	General Psychology . . . . .	3
SYG 2430	Marriage and Family . . . . .	3

#### Traditional Option

CHD 1110	Infants and Toddlers . . . . .	3
CHD 1320	Methods and Materials I . . . . .	3
CHD 1338	Methods and Materials II . . . . .	3
CHD 1440	Early Childhood Practicum I . . . . .	3
CHD 1441	Early Childhood Practicum I . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3

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#### Montessori Specialization Option

EDF 1005	Foundations of Education . . . . .	3
EEC 1006	Montessori Philosophy . . . . .	1
EEC 2530	Montessori Curriculum I . . . . .	3
EEC 2532	Montessori Curriculum II . . . . .	3
EEC 2940	Montessori Teaching Practicum I . . . . .	3
EEC 2941	Montessori Teaching Practicum II . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3

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*\* Suggested: SYG 1440, SYG 2000.*

**NOTE:** Twelve semester hours of credit will be given to successful graduates in Early Childhood from the Palm Beach County Vocational/Technical Centers. Students who have a certificate from the American Montessori Society will receive 15 credits toward this degree.

### Computer Information Systems Analysis (A.S. 03-126)

#### Programming Option, Applications Option

The Computer Information Systems Analysis program has two options. Students may pursue the programming option, with emphasis on programming languages, or the applications option, which emphasizes the acquisition of skills in the use of applications programs.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MAT 1033	* Intermediate Algebra . . . . .	3

CGS 1361	Introduction to Computers . . . . .	3
CIS 2321	Systems and Applications . . . . .	3
	Physical Education . . . . .	2
COP 1002	Structured Programming . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Natural Sciences . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	

### Programming Option

COP 1160C	Programming RPG II . . . . .	3
COP 2120C	Programming COBOL . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
APA 1111	Bookkeeping . . . . .	3
COP 2121C	COBOL Applications . . . . .	3
MGF 1104	* Mathematics for College Students . . . . .	3
COP 1400C	Assembly Language Programming . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
	** Electives . . . . .	3
POS 1001	Introduction to Political Science . . . . .	3

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### Applications Option

GEB 1011	Introduction to Business . . . . .	3
OST 1141	Keyboarding for Microcomputer . . . . .	1
MGF 1104	Mathematics for College Students . . . . .	3
OST 2711C	Word Processing I . . . . .	3
CGS 1560	PC Disk Operating Systems (DOS) . . . . .	1
OST 2335	Business Communications . . . . .	4
ACG 2022	Financial Accounting . . . . .	4
CGS 1153	Electronic Spreadsheet . . . . .	3
CGS 1540	dBase IV (Beginning) . . . . .	1
CGS 1541	dBase IV (Intermediate) . . . . .	1
CGS 1542	dBase IV: Programming . . . . .	1
	*** Programming Language . . . . .	3
	Social Science . . . . .	3
CGS 1561	Inside the PC . . . . .	1
CGS 2104	Microcomputer Operations-Accounting . . . . .	3
	† Electives . . . . .	3

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\* Higher mathematics may be substituted.

\*\* Electives should be cleared with academic adviser.

\*\*\* Choose from the following: COP 1403C, COP 2210, COP 2120C, COP 2200, COP 1160C.

† Applications electives: networking, data communications or desktop publishing

### Computer Integrated Manufacturing Technology (A.S. 08-190)

#### Integrated Manufacturing Technology Option, Automated Manufacturing Technology Option

The Integrated Manufacturing Technology Option prepares individuals for entry-level positions as a technician in manufacturing industries which have integrated automation in the design, production and assembly of their products. The curriculum emphasis is on electronics manufacturing and assembly using all integrated systems approach. A strong electronics background is the core to this degree program.

The Automated Manufacturing Technology Option emphasizes a study of manufacturing in the aerospace-related industries with an emphasis on understanding materials, processes and planning procedures as they relate to an integrated design and manufacturing approach. The use of computers in the manufacturing process is emphasized throughout the curriculum, as well as an understanding of the relationship of materials, design, manufacturing processes and production planning.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ETI 1481	Introduction to Robotics and Automated Manufacturing . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MAC 1114	Trigonometry . . . . .	3
	Physical Education . . . . .	2
ETI 1411C	Manufacturing Processes . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
COP 1170	Programming in Basic . . . . .	3
ENC 1210	Applied Communications . . . . .	3
PHY 1001	Applied Physics . . . . .	3
	* Humanities . . . . .	3

#### Integrated Manufacturing Technology Option

CET 2114C	Logic Circuits . . . . .	4
EET 1015	D.C. Circuit Analysis . . . . .	3
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1
CET 1123C	Microprocessors . . . . .	4
EET 1025	A.C. Circuit Analysis . . . . .	3
EET 1025L	A.C. Circuit Analysis Laboratory . . . . .	1
POS 1001	** Introduction to Political Science . . . . .	3
CET 1143C	Microprocessor Applications . . . . .	3
EET 2121	Electronics I . . . . .	3
EET 2121L	Electronics I Laboratory . . . . .	1
EET 2515C	AC and DC Motors/Generators . . . . .	4
CET 2342	Programmable Controllers . . . . .	3
ETM 2315C	Hydraulics and Pneumatics . . . . .	3
COE 2949	Co-op: Successful Employability Techniques . . . . .	1

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#### Automated Manufacturing Technology Option

CGS 1361	Introduction to Computers . . . . .	3
EGS 1111	Engineering Graphics . . . . .	3
ETD 1525	Fabrication Drafting . . . . .	3
	or	
ETD 2455C	Machine/Mechanical Drafting (3)	
ETI 2415C	Manufacturing Planning and Tool Design . . . . .	4
ETI 2633	Industrial Relationships . . . . .	3
ETM 2820	Introductory Materials Engineering . . . . .	3
ETM 2829	Manufacturing Chemical/Metallurgical Processes . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAN 2021	Principles of Management . . . . .	3
PHY 2048L	General Physics I Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
	*** Social Science . . . . .	3

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\* Humanities requirement may be met by taking any of the following courses: AML 2010, AML 2022, ARH 1000, ENL 2010 or ENL 2020.

\*\* POS 2041, AMH 2010, SYG 1440, SYG 2000 may be substituted.

\*\*\* Social Science requirements may be met by taking any of the following courses: AMH 2010, POS 1001, POS 2041, SYG 1440 or SYG 2000.



### Criminal Justice Technology - Corrections and Law Enforcement Tracks (A.S. 19-605)

The Criminal Justice Technology program is designed to provide educational and practical experiences for corrections or law enforcement officers who wish to advance their careers. Students who are not certified officers in the State of Florida must complete the applicable Academy Certificate programs in order to complete this degree.

Available within these programs is admission as either a corrections or a law enforcement student. Criminal Justice is a limited access program, and the admission requirements are the same for either certification; however, the core curriculum is different.

#### Academic Tracks for Corrections & Law Enforcement

The student must complete all general education requirements with these being recommended:

Course	Title	Semester Hours	Credit
<b>Area I - Communications</b>			
ENC 1101	Freshman Communications I	3	
SPC 1600	Speech	3	
<b>Area II - Health</b>			
HSC 2200	Health Concepts & Strategies	3	
<b>Area III - Humanities</b>			
ARH 1000	Art Appreciation	3	
<b>Area IV - Mathematics</b>			
MAC 1102	Algebra for College Students	3	
<b>Area V - Science</b>			
PSC 1101	Earth Science	3	
<b>Area VI - Social Science</b>			
SYG 1440	Introduction to Social Science	3	
	(SYG 2000 may be substituted)		

#### Corrections Officer Track I

Course	Title	Semester Hours	Credit
CJD 1700	Criminal Justice Legal I	3	
CJT 1771	Corrections Legal II	1	
CJD 1702C	Criminal Justice Communications - Corrections	3	
CJD 1703C	Interpersonal Skills I-Corrections	3	
CJD 1740C	Interpersonal Skills II-Corrections	3	
CJD 1254	Medical First Responder	1	
CJD 1742	Correctional Operations	3	
HLP 1081	Physical Fitness I	1	
	Electives	6	
			24

#### Law Enforcement Officer Track II

Course	Title	Semester Hours	Credit
CJD 1700	Criminal Justice Legal I	3	
CJD 1701	Criminal Justice Legal II	3	
CJD 1720	Law Enforcement Legal III	2	
CJD 1762	Criminal Justice Communications - Law Enforcement	3	
CJD 1713C	Interpersonal Skills I-Law Enforcement	3	
CJD 1724C	Law Enforcement Investigations	3	
CJD 1721C	Law Enforcement Patrol	2	
CJD 1254	Medical First Responder	1	
HLP 1081	Physical Fitness I	1	

Electives	3
	24

#### Recommended Additional Credit Hours for Corrections Track I and Law Enforcement Track II

Course	Title	Semester Hours	Credit
CLP 2002	Personality Development and Adjustment	3	
POS 1001	Introduction to Political Science	3	
PEM 1152	Physical Fitness II	1	
PHY 1001	Applied Physics	3	
STA 2014	Statistics	3	
PSY 2012	General Psychology	3	
AML 2020	American Literature after 1865	3	
	Electives	6	
			19
			64

### Culinary Management (A. S. 26-049)

This program prepares the student for a hands-on-management career in the food service industry (restaurants, country clubs, institutional food services, fast-food restaurants and others).

All students are required to complete a minimum of **67 credits** with a cumulative grade point average of not less than **2.00** achieved for all work attempted, and a **2.00** cumulative grade point average for work at PBCC. A grade of "C" must be maintained in each culinary core course to maintain eligibility in the program.

The student must complete all of the **required courses** for **Food Service Management (38 credits)**, plus those listed for **General Education (23 credits)** and in addition to the **electives (6 credits)** chosen in consultation with the program adviser.

The student may apply for certification as a Professional Cook by meeting the following additional requirements:

1. Membership in the American Culinary Federation.
2. Obtaining the required level of "activity points" in the local American Culinary Federation chapter.
3. Documented employment for a minimum of one year in an approved food production unit.
4. Other requirements as listed by the ACFEI<sup>5</sup> for any certification level.

Course	Title	Semester Credit Hours
FSS 1300	** Introduction to Food Service Management	3
FSS 1220C	Professional Cooking I	3
FOS 1201	Food Service Sanitation	2
HUN 1001	Basic Nutrition	2
HFT 1850C	Dining Room Management	3
FSS 1221C	Quantity Food Production I	4
FSS 2100	Purchasing for the Hospitality Industry	3
FSS 2500	Food and Beverage Cost Control	3
HFT 2220	Personnel Management Practices	3
HFT 2250	Basic Accounting for the Hospitality Industry	3
FSS 2246C	Baking	4
FSS 2248C	Pastry and Garde Manger I	4
CGS 1060	P C Starter	1
ENC 1101	Freshman Communications I	3
HSC 2200	Health Concepts and Strategies	3

<sup>5</sup> ACFEI (American Culinary Federation Educational Institute) is an independent agency and is not connected with Palm Beach Community College.

SPC 1600	Fundamentals of Speech . . . . .	3
* Humanities . . . . .		3
* Mathematics . . . . .		3
* Natural Science . . . . .		3
* Social Science . . . . .		3
* Physical Education (2 courses) . . . . .		2
Electives . . . . .		6
		<hr/> 67

**Electives**

FSS 1100	Menu Planning and Merchandising . . . . .	3
FSS 1222C	Quantity Food Production II . . . . .	3
FSS 1270	Understanding Wines and Spirits . . . . .	3
FSS 1941C	Food Service Practicum . . . . .	3
FSS 2249C	Pastry and Garde Manger II . . . . .	4
HFT 1949C	Co-op: Hospitality Management I . . . . .	3
HFT 2434	Elements of Club Management . . . . .	3
HFT 2510	Marketing of Hospitality Services . . . . .	3
HFT 2949C	Co-op: Hospitality Management II . . . . .	3
CGS 1510	Electronic Spreadsheet I . . . . .	1
CGS 1560	P C Disk Operating Systems (DOS) . . . . .	1

\*In consultation with adviser.

\*\*Student should take in first term upon entering program.

**Culinary Management Award of Achievement**

This two-year award of achievement program prepares the student for a hands-on-management career in the Culinary Arts which should lead the individual to a fulfilling and rewarding career in food production management.

All students are required to complete a minimum of 50 credits which include 35 credits for core courses plus 15 credits of electives.

The student may apply for certification as a Professional Cook by meeting the following additional requirements:

1. Membership in the American Culinary Federation.
2. Obtaining the required level of "activity points" in the local American Culinary Federation Chapter.
3. Documented employment for a minimum of one year in an approved food production unit.
4. Other requirements as listed by the American Culinary Federation Educational Institution (ACFEI) <sup>1</sup> for any certification level.

Course	Title	Semester Hours Credit
FSS 1300	Introduction to Food Service Management . . .	3
FSS 1220C	Professional Cooking I . . . . .	3
FOS 1201	Food Service Sanitation . . . . .	2
HUN 1001	Basic Nutrition . . . . .	2
HFT 1850C	Dining Room Management . . . . .	3
FSS 1221C	Quantity Food Production I . . . . .	4
FSS 2100	Purchasing for Hospitality Industry . . . . .	3
FSS 2500	Food and Beverage Cost Control . . . . .	3
HFT 2220	Personnel Management Practices . . . . .	3
FSS 2246C	Baking . . . . .	4
FSS 2248C	Pastry and Garde Manger I . . . . .	4
CGS 1060	PC Starter . . . . .	1
	Electives . . . . .	15
		<hr/> 35

**Electives**

FSS 1100	Menu Planning and Merchandising . . . . .	3
FSS 1222C	Quantity Food Production II . . . . .	4
FSS 1270	Understanding Wines and Spirits . . . . .	3
FSS 1941C	Food Service Practicum . . . . .	3
FSS 2249C	Pastry and Garde Manger II . . . . .	4
HFT 1933C	Hospitality Industry Computer Systems . . . . .	3
HFT 1949C	Co-op: Hospitality Management I . . . . .	3
HFT 2250	Basic Accounting for Hospitality Industry . . . . .	3
HFT 2434	Club Management . . . . .	3
HFT 2510	Marketing of Hospitality Services . . . . .	3
HFT 2949C	Co-op: Hospitality Management II . . . . .	3
CGS 1510	Electronic Spreadsheet I . . . . .	1
CGS 1560	PC Disk Operating Systems (DOS) . . . . .	1

**Culinary Arts Award of Achievement**

The student may elect to follow this option which will lead to a one-year award of achievement in Culinary Arts by completing the courses listed below:

The student may apply for certification as a Professional Cook by meeting the following additional requirements:

1. Membership in the American Culinary Federation.
2. Obtaining the required level of "activity points" in the local American Culinary Federation Chapter.
3. Documented employment for a minimum of one year in an approved food production unit.
4. Other requirements as listed by the American Culinary Federation Educational Institution (ACFEI) <sup>1</sup> for any certification level.

Course	Title	Semester Hours Credit
FSS 1300	Introduction to Food Service Management . . .	3
FSS 1220C	Professional Cooking I . . . . .	3
FOS 1201	Food Service Sanitation . . . . .	2
HUN 1001	Basic Nutrition . . . . .	2
HFT 1850C	Dining Room Management . . . . .	3
FSS 1221C	Quantity Food Production I . . . . .	4
FSS 2246	Baking . . . . .	4
FSS ----	Food Service Electives . . . . .	6

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**Drafting And Design Technology (A.S. 08-178)**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year, presents drafting techniques in design areas within the scope of the draftsman.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
EET 1015	D.C. Circuit Analysis . . . . .	3
EET 1015L	D.C. Circuit Analysis Laboratory . . . . .	1
EGS 1111C	* Engineering Graphics . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001	** Introduction to Political Science . . . . .	3
	Physical Education . . . . .	2
CGS 1470	Computer Drafting . . . . .	2
ETD 1620C	Electrical Drafting . . . . .	2
ETD 1525C	Fabrication Drafting . . . . .	3
ETI 1411C	Manufacturing Processes . . . . .	3



HSC 2200	Health Concepts and Strategies	3
MAC 1114	Trigonometry	3
BCN 1210	Construction Materials	3
BCN 2253C	Architectural Drafting	3
ETD 2801C	Technical Illustration	3
ETG 2537C	Properties & Testing of Materials	4
PHY 1001	Applied Physics	3
CGS 2472	Advanced Computer Drafting	3
ENC 1210	Applied Communications	3
ETD 2455C	Machine/Mechanical Drafting	3
ETI 2633	Industrial Relationships	3
	*** Humanities	3
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**Electives**

CGS 2749C	Three Dimensional CAD	3
ETD 2331C	AutoLISP	3
ETD 2332	Customizing AutoCAD	3
ETD 2350	Modeling in 3D	2
ETD 2354	AutoCAD Upgrade	1

\* If a student has not completed a high school course in drafting, he/she must take ETD 1110, Introduction to Technical Drawing.

\*\* POS 2041 or AMH 2010 may be substituted.

\*\*\* ARH 1000 Art Appreciation or MUL 1010 Music Appreciation

PHY 1001	Applied Physics	3
ARH 1000	Art Appreciation	3
	or	
MUL 1010	Music Appreciation (3)	
EET 2121	Electronics I	3
EET 2121L	Electronics I Laboratory	1
EET 2515C	AC and DC Motors/Generators	4
EET 2122	Electronics II	3
EET 2122L	Electronics II Laboratory	1

**Electronics Option**

	Technical Electives	4
EET 2322C	Communication Electronics	4
	or	
EST 2541C	Servo-mechanism and Instrumentation (4)	
ETI 2633	Industrial Relationships	3
		<hr/> 70/71

**Power Option**

EET 2545	Power Transmission	3
EST 2541C	Servo-mechanism and Instrumentation	4
ETG 2537C	Properties and Testing of Materials	4
		<hr/> 70

\* AMH 2010 or POS 2041 may be substituted.

**Electronics Engineering Technology (A.S. 08-177)****Electronics Option, Power Option**

Skilled technicians are needed to assist in the design, production, operation and servicing of electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists or on the assembly line in testing and inspection; or apply their knowledge of science, mathematics and electronics to practical problems of design and construction on research and development. At Palm Beach Community College, students can become familiar with the latest theory and practice in electrical and electronic circuitry and can become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

Course	Title	Semester Hours Credit
CET 2112C	Logic Circuits	4
EET 1015	D.C. Circuit Analysis	3
EET 1015L	D.C. Circuit Analysis Laboratory	1
ENC 1101	Freshman Communications I	3
HSC 2200	Health Concepts and Strategies	3
MAC 1102	Algebra for College Students	3
	Physical Education	2
CET 1123C	Microprocessors	4
CET 2342	Programmable Controllers	3
EET 1025	A.C. Circuit Analysis	3
EET 1025L	A.C. Circuit Analysis Laboratory	1
ENC 1210	Applied Communications	3
ETD 1620C	Electrical Drafting	2
MAC 1114	Trigonometry	3
POS 1001	* Introduction to Political Science	3
SYG 1440	Introduction to Social Sciences	3
	or	
SYG 2000	Introduction to Sociology(3)	

**Fashion (A.S. 25-073)**

This program is for students who wish to enter careers in fashion design, fashion publicity and promotion, wardrobe consulting, theatre costuming, window display or stylist for photo shoots. This program is in two tracks: Track I is for students wishing to pursue fashion design, theater costuming or custom apparel design. Track II is for students wishing to pursue visual merchandising of fashion, window display, stylist, fashion coordination or wardrobe consulting.

**FIRST YEAR (all students)**

Course	Title	Semester Hours Credit
ART 1201C	Design Fundamentals	3
ENC 1101	Freshman Communications I	3
CTE 1310C	Elements of Clothing Construction	3
CTE 1401	Textiles	3
CTE 2200	Visual Design in Fashion	3
	Physical Education	1
ARH 1000	Art Appreciation	3
	or	
ARH 2051	History of Art (Modern) (3)	
HSC 2200	Health Concepts & Strategies	3
MGF 1104	Mathematics for College Students	3
CTE 2363C	Commercial Garment Production	3
	(Fashion Design Only)	
CTE 1851	Visual Merchandising and Fashion Show	
	Production	3
	(Visual Merchandising Only)	
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**SECOND YEAR****TRACK I FASHION DESIGN**

Course	Title	Semester Hours Credit
ENC 1210	Applied Communications	3
CTE 2511	History of Costume & Fashion I	3
CTE 1743	Pattern Making I	3

ART 1300C	Drawing Fundamentals . . . . .	3
	Science . . . . .	3
	Physical Education . . . . .	1
CTE 2512	History of Costume & Fashion II . . . . .	3
CTE 1744	Pattern Making II . . . . .	3
	or	
CTE 2751C	Draping (3)	
SYG 1440	Introduction to Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
CTE 2340C	Advanced Clothing Construction . . . . .	3
	Physical Education . . . . .	1
	Fashion Elective . . . . .	3
		<b>32</b>

## SECOND YEAR

**TRACK II VISUAL FASHION MERCHANDISING**

Course	Title	Semester Hours Credit
ENC 1210	Applied Communications . . . . .	3
GRA 1545C	Introduction to Graphic Design . . . . .	3
CTE 2511	History of Costume & Fashion I . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3
	Science . . . . .	3
CTE 2512	History of Costume and Fashion II . . . . .	3
SYG 1440	Introduction to Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
RTV 2000	Fundamentals of Television Production . . . . .	3
MKA 1041	Principles of Retailing . . . . .	3
	or	
MAR 2011	Principles of Marketing (3)	
	Physical Education . . . . .	1
	Fashion Elective . . . . .	3
		<b>32</b>

**Program Electives offered on demand:**

PGY 2221C	Techniques of Commercial Photography . . . . .	3
CTE 1955	New York Fashion Visit . . . . .	1
CTE 2748	Applied Fashion Design . . . . .	3
	(Prerequisite CTE 1743, CTE 2340C, CTE 1744 or CTE 2751C)	
CTE 2930	Series - Special topics related to Apparel . . . . .	1
CTE 1746	Pattern Grading . . . . .	1

**Other Electives/Options:**

GRA 1545C	Introduction to Graphic Design . . . . .	3
CGS 1060	PC Starter (or Equivalent) . . . . .	1
	Millinery I . . . . .	1
	Millinery II . . . . .	1

**Fashion Design Prerequisites:**

Prerequisite to CTE 1743 - CTE 1310C (Elements of Clothing construction) and CTE 2363C (Commercial Garment Construction) or equivalent.

Prerequisite to CTE 2751C & CTE 1744 - CTE 1743 (Pattern Making I), CTE 1310C (Elements of Clothing Construction), and CTE 2363C (Commercial Garment Construction) or equivalent

**Financial Services (A.S. 03-075)**

This program is designed for persons employed in the field of banking. Students wishing to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from the transfer institution. The banking courses are offered through the American Institute of Banking.

Course	Title	Semester Hours Credit
BAN 1004	Principles of Banking . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
BAN 2800	Law and Banking: Principles . . . . .	3
BAN 2511	Marketing for Bankers . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
OST 2335	Business Communications . . . . .	4
ACG 2022	Financial Accounting . . . . .	4
HSC 2200	Health Concepts and Strategies . . . . .	3
MNA 2100	Human Relations . . . . .	3
	* Banking Elective . . . . .	3
ACG 2071	Managerial Accounting . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Elective . . . . .	3
	Physical Education . . . . .	2
	Humanities . . . . .	3
	Social/Political Sciences . . . . .	3
	Mathematics . . . . .	3
	Natural Sciences . . . . .	3
		<b>64</b>

\* Select from courses with a BAN prefix. Consult the AIB Catalog to ensure that selected courses meet the requirements of the desired AIB Diploma.

**Fire Science Technology (A.S. 08-195)**

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various Fire Science categories. Students may, upon credential evaluation of their Emergency Medical Technician (EMT)/Paramedic certificates, receive credit for some of the courses listed below in the A.S. degree program. The following are changes in the credit structure for students who take classes and receive certification in the Emergency Medical Service (EMS) program and transfer that credit into the Fire Science program.

**For the EMS certificate:** Take the two hours credit in EMS 1271 and grant credit in the Fire Science program for HLP 1081 (1 hour) and HSC 1400 (1 hour).

**For Paramedic certification:** Take seven hours of credit in EMS 1294L and EMS 1295L and record in the Fire Science program as credit for: PEM 1152 (1 hour); and elective (6 hours). The additional hour will be credited as elective, if needed to meet graduation requirements.

**General Education Requirements:**

Course	Title	Semester Hours Credit
	Science . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
SYG 1440	** Introduction to Social Science . . . . .	3
	Humanities . . . . .	3



Physical Education (Activity Classes) . . . . .	2
	23

**Technical Core:**

MNA 2303	Introduction to Public Personnel Management	3
MNA 2345	Principles of Supervision . . . . .	3
POS 2112	American State and Local Government . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
FFP 2100	+ Fire Administration . . . . .	3
FFP 2130	Company Officer Leadership I . . . . .	3
FFP 2150	+ Instructional Methodology . . . . .	3
	Research Methodology . . . . .	3
	Technical Electives . . . . .	3
		27

**Career Track Course Requirements:****Municipal Fire Inspector Track:**

FFP 1200	Fire Prevention Practices . . . . .	3
FFP 1300	Codes and Standards . . . . .	3
FFP 1620	Private Fire Protection . . . . .	3
FFP 2243	Arson Investigation . . . . .	3
FFP 2320	Fire Service Building Construction . . . . .	3
FFP 2500	Hazardous Materials (recommended elective)	
FFP 2326	Blueprint Reading and Plans Examination . . . . .	3
	or	
BCN 1272	Plans Interpretation . . . . .	3
		24

**Fire Administration Track:**

FFP 1200	Fire Prevention Practices . . . . .	3
FFP 1300	Codes and Standards . . . . .	3
FFP 1131	+ Company Officer Leadership . . . . .	3
FFP 2130	+ Company Officer Leadership II . . . . .	3
FFP 2200	+ Advanced Fire Service Administration . . . . .	3
FFP 2410	+ Fire Service Tactics and Strategies I . . . . .	3
FFP 2500	Hazardous Materials (recommended elective)	
		18

**Fire Suppression Track:**

FFP 1131	+ Company Officer Leadership . . . . .	3
FFP 1600	Fire Service Apparatus and Equipment . . . . .	3
FFP 1620	Private Fire Protection Systems . . . . .	3
FFP 1640	Advanced Hydraulics . . . . .	3
FFP 2410	+ Fire Service Tactics and Strategies . . . . .	3
FFP 2500	Hazardous Materials . . . . .	3
FFP 2320	Fire Service Building Construction (recommended elective)	
		18

+ FFP classes must be taken at PBCC.

\*May substitute POS 2041, AMH 2010.

\*\*May substitute SYG 2000.

**Graphic Arts Technology Printing (A.S. 01-010)**

This program is designed to prepare the student as a production artist/printer in the Graphic Technology field. Students will train hands-on in the College's in-house Graphic Communications office on Central Campus. An optional program in computer typesetting will be offered when space and equipment become available.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their

work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor.

Course	Title	Semester	Hours	Credit
ART 1201C	Design Fundamentals . . . . .		3	
ART 1280C	Lettering . . . . .		2	
ENC 1101	Freshman Communications I . . . . .		3	
ETD 1110C	Introduction to Technical Drawing . . . . .		2	
GRA 1545C	Introduction to Graphic Design . . . . .		3	
PGY 1101C	Introduction to Photography . . . . .		3	
ARH 1000	Art Appreciation . . . . .		3	
GRA 1500C	* Graphic Arts Industries . . . . .		3	
GRA 1501C	* Graphic Arts Technology I . . . . .		3	
GRA 1530C	Typography I . . . . .		3	
GRA 1570C	* Graphic Reproduction Processes . . . . .		3	
	Physical Education . . . . .		2	
ENC 1210*	Applied Communications . . . . .		3	
GRA 1531C	Typography II . . . . .		3	
GRA 1573C	* Graphic Arts Technology II . . . . .		3	
GRA 2508C	* Ink and Color . . . . .		3	
MGF 1104	Mathematics for College Students . . . . .		3	
GRA 1950C	* Production Graphics . . . . .		3	
GRA 2505C	Screen Printing . . . . .		3	
GRA 2784C	* Graphic Arts Technology III . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
SYG 1440	Introduction to the Social Sciences . . . . .		3	
	or			
SYG 2000	Introduction to Sociology (3)			
	Science Elective . . . . .		3	
				66

**Electives**

ACG 2022	Financial Accounting . . . . .	4
CGS 1470C	Computer Drafting . . . . .	2
MKA 2021	Salesmanship . . . . .	3
PGY 2221C	Techniques of Commercial Photography . . . . .	3

\* Courses take place in the PBCC Graphic Communications Office.

**Graphic Design (A.S. 01-011)****Graphic Design Option, Production Option, Illustration Option, Computer Design Option**

This program is designed to prepare the student to enter the commercial art field as an artist. It is required that the student develop a portfolio which will be necessary for employment in this field.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are usually required to submit a portfolio of their work when seeking admission to a university or employment in a studio or agency. It is the responsibility of the art students to compile a portfolio which will contain examples of their best work in each art course. Determination of best work should be made in consultation with the instructor. Foundation courses are required courses prior to student declaring an option. Students may select from option electives should they so choose, rather than selecting an entire option.

Foundation Courses: \*

Course	Title	Semester	Hours	Credit
ART 1201C	* Design Fundamentals . . . . .		3	
ART 1300C	* Drawing Fundamentals . . . . .		3	
ENC 1101	* Freshman Communications I . . . . .		3	

GRA 1530C	* Typography I . . . . .	3
GRA 1545C	* Introduction to Graphic Design . . . . .	3
ART 1202C	* Color Design . . . . .	3
ART 1230C	* Advertising Design I . . . . .	3
ART 1301C	* Intermediate Drawing . . . . .	3
	* Math Elective . . . . .	3
GRA 2800C	* Introduction to MacIntosh Graphics . . . . .	3
PGY 1101C	* Introduction to Photography . . . . .	3
	Track Elective . . . . .	3
ART 2231C	* Ad Design II . . . . .	3
	Track Elective . . . . .	3
ENC 1210	* Applied Communication . . . . .	3
ART 2510C	* Introduction to Painting . . . . .	3
SYG 1440	* Introduction to Social Science . . . . .	3
	or	
SYG 2000	* Introduction to Sociology (3)	
ARH 1000	* Art Appreciation . . . . .	3
	Track Elective . . . . .	3
HSC 2200	* Health Concepts and Strategies . . . . .	3
	* Science . . . . .	3
	* Physical Education . . . . .	2
	Track Elective . . . . .	3

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Tracks: Select to fulfill 68 credits for A.S. program:

#### Graphic Design

GRA 1550C	Package Design . . . . .	3
ART 2232C	Ad Design III . . . . .	3
GRA 1531	Typography II . . . . .	3
GRA 2820	Electronic Publication for the Macintosh . . . . .	3
GRA 2547	Environmental Graphics . . . . .	3
GRA 2940C	Graphic Design Internship . . . . .	3
MAN 2800	Small Business Management . . . . .	3

#### Production

GRA 1570C	Graphic Reproduction . . . . .	3
GRA 2505C	Screen Printing . . . . .	3
OST 1811	Desktop Publishing . . . . .	3
GRA 1501C	Graphic Arts Technology I . . . . .	3
GRA 1573C	Graphic Arts Technology II . . . . .	3
RTV 2000	Fundamentals of TV Production . . . . .	3
BUL 2241	Business Law I . . . . .	3
MAN 2800	Small Business Management . . . . .	3

#### Illustration

ART 2551C	Airbrush I . . . . .	3
ART 2551CR	Airbrush II . . . . .	3
ETD 1110C	Introduction to Technical Drawing . . . . .	3
ART 1305C	Freehand Perspective Drawing . . . . .	3
ART 2330C	Life Drawing . . . . .	3
GRA 1746C	Illustration I . . . . .	3
GRA 1743C	Illustration II . . . . .	3

#### Computer Design

OST 1100	Beginning Keyboarding . . . . .	3
CGS 1470	Computer Drafting . . . . .	3
PGY 1110C	Color Print I . . . . .	3
PGY 1111C	Color Print II . . . . .	3
ART 2332C	Ad Design III . . . . .	3
GRA 2940C	Graphic Design Internship . . . . .	3

\*Foundation courses are required courses prior to student declaring a track. Students may select from track electives should they so choose, rather than selecting an entire track.

#### Hospitality Management (A.S. 26-060)

This program prepares the student for a management career in the hotel and motel industry as well as other allied fields.

All students are required to complete a minimum of 64 credit hours with a cumulative grade point average of not less than 2.00 achieved for all work attempted, and a 2.00 cumulative grade point average for all work at PBCC. A grade of "C" must be maintained in each hospitality core course to maintain eligibility in the program.

The student must complete all of the required courses for Hospitality Management (29 credits), plus those listed for General Education (23 credits), and, in addition, the electives (12 credits) chosen in consultation with the program adviser.

Course	Title	Semester Credit Hours
HFT 1000	** Introduction to the Hospitality Business . . . . .	3
FSS 1220C	Professional Cooking I . . . . .	3
HFT 1850C	Dining Room Management . . . . .	3
FSS 1221C	Quantity Food Production I . . . . .	4
HFT 2220	Personnel Management Practices . . . . .	3
HFT 2250	Basic Accounting for the Hospitality Industry . . . . .	3
HFT 2300	Housekeeping Management . . . . .	3
HFT 2410	Hotel Front Office Administration Procedures . . . . .	3
FSS 2500	Food and Beverage Cost Control . . . . .	3
CGS 1060	PC Starter . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	* Humanities . . . . .	3
	* Mathematics . . . . .	3
	* Natural Science . . . . .	3
	* Social Science . . . . .	3
	* Physical Education (2 courses) . . . . .	2
	* Electives . . . . .	12
		<hr/> 64

#### Electives

HFT 1501	Hotel and Motel Sales Promotion . . . . .	3
HFT 1630	Hospitality Management Security . . . . .	3
HFT 1700	Tourism and the Hospitality Industry . . . . .	3
HFT 1949C	Co-op: Hospitality Management I . . . . .	3
HFT 2313	Hotel and Restaurant Property Management . . . . .	3
HFT 2434	Club Management . . . . .	3
HFT 2463	Financial Accounting for Hospitality Industry . . . . .	3
HFT 2510	Marketing of Hospitality Services . . . . .	3
HFT 2600	Legal Aspects of the Hospitality Industry . . . . .	3
HFT 2949C	Co-op: Hospitality Management II . . . . .	3
FSS 1100	Menu Planning and Merchandising . . . . .	3
FOS 1201	Food Service Sanitation . . . . .	2
FSS 1222C	Quantity Food Production II . . . . .	4
FSS 1270	Understanding Wine and Spirits . . . . .	3
FSS 1300	Food Service Management . . . . .	3

\* In consultation with adviser

\*\* Student should take in first term upon entering program.

#### The Hospitality Management Diploma

Under this option, the student will be provided with the broad-based knowledge he/she needs for upper-level management positions in the hospitality industry.



A minimum of 36 credits from selected courses as listed for the associate program will make the student eligible for the Educational Institute of the American Hotel and Motel Association Diploma.

### Hospitality Management Award of Achievement

To be eligible for this award of achievement, the student is required to complete 24 credits as listed under the required courses in the associate of science program.

### Human Services Technology (A.S. 28-345)

The Human Services specialist is a caring, concerned, professionally trained individual, with the knowledge, skills and attitudes essential for this helping profession. He/she will be equipped to make a useful contribution in meeting the needs of individuals and groups of people whose problems require professional assistance. This innovative program trains a student to be a beginning professional in just two years.

Upon graduation from this two-year program, the students are quickly employed in such areas as: children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, counseling the elderly, the socially and economically handicapped, the mentally or emotionally handicapped and many others who need help. The students become counselors, interviewers, outreach workers, case managers, behavior modification specialists, etc.

An important part of the program at Palm Beach Community College is the supervised clinical field work experience which the student receives in an agency, organization or program of his/her choice. Here the student receives "on-the-job" training, under the supervision of experienced professionals. Many students are offered jobs while in their fieldwork experience training.

Course	Title	Semester Hours Credits
CLP 2002	Personality Development . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
GEY 2000	Gerontology . . . . .	3
	or	
HUS 1531	Counseling the Chemically Dependent Person (3)	
HSC 1400	Standard First Aid and CPR . . . . .	1
HSC 2200	Health Concepts and Strategies . . . . .	3
HUS 1003	* Introduction to Human Services . . . . .	3
HUS 1100	* Interviewing and Counseling . . . . .	3
HUS 1200	* Principles of Group Dynamics . . . . .	3
HUS 1850	** Field Work in Human Services I . . . . .	2
HUS 1850L	** Field Work in Human Services I Lab . . . . .	2
HUS 2520	Psychotherapy: Theory and Practice . . . . .	3
HUS 2851	** Field Work in Human Services II . . . . .	2
HUS 2851L	** Field Work in Human Services II Lab . . . . .	2
MGF 1104	Mathematics for the College Student . . . . .	3
PSY 2012	* General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	or	
SYG 1440	Introduction to the Social Sciences (3)	
SYG 2430	Marriage and Family . . . . .	3
SYG 2361	Death and Dying . . . . .	3
	Humanities . . . . .	3
	Physical Education . . . . .	2

Natural Science . . . . .	3
	65

\* These courses should be taken together.

\*\* These are eight-week modules. These courses should be taken together.

### Industrial Management Technology (A.S. 03-193)

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for personnel who have mastered technical proficiencies from prior training programs or work experiences. In addition, a component of general education courses will be required to ensure good communication and computational skills have been mastered including an understanding of societal, cultural and environmental interactions and concerns. A customized curriculum will be designed depending on the students prior completed formal training program and/or previous work experience. Most of the course work required will enhance the prior technical skills mastered and prepare the graduate for supervisory and/or advanced technical positions including related business ownership.

#### General Education Requirements:

Course	Title	Semester Hours Credits
ENC 1101	Freshman Communications . . . . .	3
MAT 1033	Intermediate Algebra (or higher) . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
ENC 1210	Applied Communications . . . . .	3
	or	
SPC 1600	Fundamentals of Speech . . . . .	3
	* Science . . . . .	3
	** Humanities . . . . .	3
	*** Social Science . . . . .	3
	Physical Education . . . . .	2
		23

#### Managerial/Supervisor Core: 12 credits required

GEB 1011	Introduction to Business . . . . .	3
MAN 2021	Principles of Management . . . . .	3
#MNA 2100	Human Relations . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
MAN 2800	Small Business Management . . . . .	3
ETI 2633	Industrial Relationships . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
BCN 2712	Construction Supervision Procedure . . . . .	3
BUL 2241	Business Law I . . . . .	3
BUL 2242	Business Law II . . . . .	3
ETI 1131	Statistical Process Control (SPC) . . . . .	3
ETI 1605	Successful Team Management and Problem-Solving Techniques . . . . .	3
ETI 2132	Advanced Statistical Process Control (SPC) . . . . .	3
ETI 2609	Leadership and Continuous Improvement Management . . . . .	3
		12
		65

# This course is required.

Technical Core: Minimum of eight credits required; maximum of 30 credits required may be selected using courses with any of the following prefixes: BCN, ETI, EET, SUR, CET, EGN, ETD, ETM, CGS, EGS and ETG.

Experiential Learning: A maximum of 22 credits toward the 65 credits required for this degree may be awarded for experiential

learning. Students who do not qualify for all 22 credits through experiential learning may choose their remaining credits from any of the courses listed in the managerial/supervision or technical core.

*\*Any science course listed under general education requirements may be chosen.*

*\*\*Any humanities course listed under general education requirements may be chosen.*

*\*\*\*Any social science course listed under general education requirements may be chosen.*

### Interior Design Assistant (A.S. 01-012)

This program has been established to meet requirements set forth by FIDER. Upon completion of this 71-credit hour program for an associate of science degree, a service of extra-credit courses are offered to help prepare the student to take the examination.

To obtain a state license, the law required six years of a combination of education and apprenticeship and passing the NCIDQ examination.

Consultation with an adviser is essential to ensure proper sequence of courses. Students are required to submit a portfolio of their work when seeking employment or applying for state license. It is the responsibility of all art students to compile a portfolio.

Course	Title	Semester Hours Credit
IND TBA	Fundamentals of Color and Design . . . . .	3
IND 2100	History of Interiors I . . . . .	3
IND 1012C	Introduction to Interior Design . . . . .	3
IND TBA	Introduction to Interior Design Graphics . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
IND 2130	History of Interiors II . . . . .	3
IND 1015C	Residential Interior Design . . . . .	3
BCN 2253C	Architectural Drafting . . . . .	3
	Physical Education . . . . .	2
	Science Elective . . . . .	3
IND 2420	Products and Materials of Interior Design . . . . .	3
TAR 1120C	Architectural Drawing . . . . .	3
IND 1019C	Commercial Interiors I . . . . .	3
	Elective . . . . .	3
HHD 2367	Textiles for the Interiors . . . . .	3
IND 1430C	Interior Design Technical Systems . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
IND 2011	Business Procedures for Interior Designers . . . . .	3
IND 2010C	Commercial Interiors II . . . . .	3
ENC 1210	Applied Communications . . . . .	3
CGS 1470	Computer Drafting . . . . .	2
HSC 2200	Health Concepts and Strategies . . . . .	3
IND 2941C	Interior Design Internship . . . . .	3
ARH 1000	Art Appreciation . . . . .	3
		<b>71</b>

#### Elective Courses

IND 2331C	Interior Rendering . . . . .	3
IND 2332	Model Building . . . . .	3

#### Further Recommended Courses

ART 1305C	Freehand Perspective Drawing . . . . .	3
IND 2527C	Advanced Portfolio Interior Design . . . . .	3
CGS 2472	Advanced Computer Drafting . . . . .	3
BCN 1210	Construction Materials . . . . .	3
BCN 1616	Advanced Construction Estimating . . . . .	3
BCN 1740	Construction Law . . . . .	3
PGY 1101C	Introduction to Photography . . . . .	3

### Legal Assistant (A.S. 03-505)

There is a growing need for educated, well-trained legal assistants in our community. Not only law firms, but corporations, banks, real estate and government offices are more in need of the services and skills of competent legal assistants.

The Legal Assistant program at Palm Beach Community College leads toward an associate in science degree and qualification for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. Under the supervision and direction of a lawyer, the legal assistant is trained to provide the following services:

1. Apply knowledge of law and legal procedures in rendering direct assistance to lawyers engaged in legal research.
2. Design, develop or plan modifications of new procedures, techniques, services, processes or applications.
3. Prepare legal documents or write detailed procedures for engaging in the practice in certain fields of law.
4. Select, compile and use technical information from such references as digests, encyclopedias or practice manuals.
5. Analyze and follow procedural problems that involve independent decisions.

The National Association of Legal Assistants, which is an independent organization not affiliated with this or any other program, school or university, administers a comprehensive two-day examination to qualified candidates and grants successful examinees the status of Certified Legal Assistant (CLA).

All program graduates who meet the other testing requirements of the National Association are strongly encouraged to sit for this examination.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
SYG 1440	* Introduction to the Social Sciences . . . . .	3
	Physical Education . . . . .	2
APA 1111	** Bookkeeping . . . . .	3
BUL 2241	Business Law I . . . . .	3
BUL 2242	Business Law II . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
PLA 1003	Introduction to Legal Technology . . . . .	3
PLA 1004	*** Legal Writing and Research I . . . . .	3
PLA 1203	*** Preparing Negligence Cases . . . . .	3
PLA 2114	*** Legal Writing and Research II . . . . .	3
PLA 2223	Court Systems: Procedures and Pleadings I . . . . .	3
PLA 2233	Court Systems: Procedures and Pleadings II . . . . .	3
PLA 2504	Real Estate Law and Property Transactions I . . . . .	3
PLA 2513	Real Estate Law and Property Transactions II . . . . .	3
PLA 2603	*** Administration of Estates . . . . .	3
PLA 2483	Administrative Law . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Elective . . . . .	3
	Sciences . . . . .	3



**Electives**

CCJ 2210	Criminal Law . . . . .	3
CCJ 2230	Laws of Evidence . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
PLA 1949	Co-Op: Legal Assistant I . . . . .	3
PLA 2763	Law Office Management . . . . .	3
PLA 2803	Family Law . . . . .	3
PLA 2949 ***	Co-Op: Legal Assistant II . . . . .	3
OST 2335	Business Communications . . . . .	4
POS 2112	American State and Local Government . . . . .	3
REE 2440	Abstracts and Titles 1 . . . . .	3

\* SYG 2000, POS 1001, POS 2041 or AMH 2010 may be substituted.

\*\* ACG 2022 Financial Accounting may be substituted.

\*\*\* Requires use of the law library at Edward M. Eisey Campus.

**Marketing Management (A.S. 03-055)****Retail Option, Management Option**

The **Retail Option** prepares the student for a position in retailing and fashion fields which require a high level of competence in a range of business knowledge and skills.

The **Management Option** prepares students for midmanagement and supervisory level positions. Courses cover a range of management areas and stress fundamental skills and techniques.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MKA 1041	Principles of Retailing I . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
MKA 2021	Salesmanship . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MNA 2100	Human Relations . . . . .	3
MKA 1511	Advertising . . . . .	3
APA 1111	Bookkeeping . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
MNA 2345	Principles of Supervision . . . . .	3
MAN 2800	Small Business Management . . . . .	3
	Physical Education . . . . .	2
	Social/Political Sciences . . . . .	3
	Mathematics . . . . .	3
	Natural Sciences . . . . .	3
	Humanities . . . . .	3

**Retailing Option**

CTE 1401	Textiles . . . . .	3
MKA 2042	Principles of Retailing II . . . . .	3
OST 2335	Business Communications . . . . .	4
		<hr/> 63

**Management Option**

ENC 1102	Freshman Communications II . . . . .	3
MAN 2021	Principles of Management . . . . .	3
BUL 2241	Business Law I . . . . .	3
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**Office Systems Technology (A.S. 03-514)****Office Systems Option, Word Processing Option**

The **Office Systems Option** prepares students for employment as top-level secretaries and administrative assistants.

The **Word Processing Option** trains students for employment in the field of word and information processing systems. Emphasis is placed on development of skills in word processing, information processing, management and general business. Students are prepared for supervisory and midmanagement positions in the automated office environment.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
MTB 1103	Business Mathematics . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
OST 2711C	Word Processing I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
OST 2712C	Word Processing II . . . . .	3
OST 2335	Business Communications . . . . .	4
OST 2601C	Machine Transcription I . . . . .	3
BUL 2241	Business Law I . . . . .	3
OST 2402	Office Procedures and Records Management . . . . .	4
	Physical Education . . . . .	2
	Social/Political Science . . . . .	3
	Humanities . . . . .	3
	Mathematics . . . . .	3
	Natural Sciences . . . . .	3

**Office Systems Option**

OST 1211C	Beginning Shorthand . . . . .	3
OST 1100C	Beginning Keyboarding . . . . .	3
OST 1110C	Intermediate Keyboarding . . . . .	3
APA 1111	Bookkeeping . . . . .	3
OST 2602C	Machine Transcription II . . . . .	3
OST 1831	Microsoft Windows . . . . .	1
	or	
OST 1272C	Dictation and Transcription (3)	
	Elective . . . . .	3
		<hr/> 65/67

**Electives**

CGS 1060	PC Starter . . . . .	1
CGS 1513	Electronic Spreadsheet . . . . .	3
CGS 1540	dBase IV Beginning . . . . .	1
CGS 1541	dBase IV Intermediate . . . . .	1
CGS 1542	dBase IV Programing . . . . .	1
CGS 1560	PC DOS . . . . .	1
ECO 2013	Principles of Macroeconomics . . . . .	3
MNA 2100	Human Relations . . . . .	3
OST 1811	Desktop Publishing . . . . .	3
OST 2602C	Machine Transcript I . . . . .	3
OST 2501	Word Processing Management . . . . .	3

**Word Processing Option**

CGS 1361	Introduction to Computers . . . . .	3
OST 1811	Desktop Publishing . . . . .	3
CGS 1560	PC - DOS . . . . .	1
CGS 1510	Electronic Spreadsheet I . . . . .	1
OST 2501	Word Processing Management . . . . .	3
CGS 1511	Electronic Spreadsheet II . . . . .	1
MNA 2345	Principles of Supervision . . . . .	3
	or	

MAN 2021	Principles of Management (3)	
Electives	.....	1
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**Electives**

ACG 2022	Financial Accounting	4
APA 1111	Bookkeeping	3
CGS 1512	Electronic Spreadsheet III	1
CGS 1540	dBase IV Beginning	1
CGS 1541	dBase IV Intermediate	1
CGS 1542	dBase IV Programming	1
ECO 2013	Principles of Macroeconomics	3
MNA 2100	Human Relations	3
OST 1100C	Beginning Keyboarding	3
OST 1110C	Intermediate Keyboarding	3
OST 1141	Keyboarding for Microcomputer	1
OST 1211C	Beginning Shorthand	3
OST 1272C	Dictation and Transcription	3
OST 2601	Machine Transcription	3
OST 1831	Microsoft Windows	1

### Ornamental (Environmental) Horticulture Technology (A.S. 08-191)

The Ornamental (Environmental) Horticulture program is designed to prepare students for management and technical positions in the green industry. These positions are available at nurseries, garden centers, golf courses, resorts, design-build firms and maintenance companies. Courses are designed to give a broad and well-rounded training in various horticulture disciplines.

**General Education Requirements:**

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications	3	
SPC 1600	Fundamentals of Speech	3	
CHM 1015	Principles of Chemistry	3	
HSC 2200	Health Concepts and Strategies	3	
MGF 1104	Mathematics for College Students or Higher	3	
	Humanities	3	
	Social Science	3	
	Physical Education	2	

**Core Courses:**

Course	Title	Semester Hours	Credit
ORH 1815	Introduction to Horticulture	3	
ORH 2515	Plant Identification I	3	
ORH 2222	Turfgrass Culture	3	
SOS 1102	Soils and Fertilizers	3	
GCO 2230	Pumping and Irrigation Systems	3	
PMA 2213	Plant Pest Management	3	
ORH 2412	Plant Physiology	3	
PLS 2221	Plant Propagation	3	
ORH 2949C	Work Experience/Internship	3	
IPM 1301	Pesticides	3	
ORH 2831	Introduction to Landscape Design	3	

**Electives (Choose 2):**

ORH 2235	Arboriculture	3
ORH 2832	Computer-Aided Landscape Design	3
ORH 2516	Plant Identification II	3
ORH 2253	Nursery Management	3
ORH 1842	Landscape Construction	3
ORH 2873	Interiorscape Design and Maintenance	3

MAN 2021	Principles of Management	3
APA 1111	Bookkeeping	3
BUL 2241	Business Law I	3
MAN 2800	Small Business Management	3
MNA 2345	Principles of Supervision	3
CGS 1361	Introduction to Computers	3
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### Pest Control Technology (A.S. 02-516)

**Entomology**

This program is designed to prepare students for employment as urban pest control service supervisors, field inspectors, pesticide sales representatives or to provide supplemental training for persons currently employed in these occupations. The content includes instruction that prepares individuals to supervise and manage the sales and application of agricultural chemicals and pesticides.

Course	Title	Semester Hours	Credit
ENY 1002C	Basic Entomology	3	
IPM 1301	Pesticides	3	
ENY 1102C	Insect Identification	3	
ENY 2940	Cooperative Education	2	
ENY 2222	Household Pest Control	3	
ENY 2227	Wood Destroying Organisms	3	
ENY 2662	Public Health Pest Control	3	
PMA 2213	Plant Pest Control	3	
ARH 1000*	Art Appreciation	3	
	or		
MUL 1010	Music Appreciation (3)		
BSC 1010	Principles of Biology	3	
BSC 1010L	Principles of Biology Laboratory	1	
CHM 1015	Principles of Chemistry	3	
CHM 1015L	Principles of Chemistry Laboratory	1	
ENC 1101	Freshman Communication I	3	
HSC 2200	Health Concepts and Strategies	3	
MAC 1102	Algebra for College Students	3	
SPC 1600	Fundamentals of Speech	3	
SYG 1440*	Introduction to the Social Sciences	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education	2	
	Electives	12	
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**Electives**

ACG 2022	Financial Accounting	4
CGS 1361	Introduction to Computers	3
ECO 2013	Principles of Macroeconomics	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
Elective	Business/Technical or General Elective	3

\* Any General Education A.A. degree course that meets the requirements for humanities and social science may be taken.

### Postal Service Management (A.S. 03-511)

This program, under the guidance of an advisory committee, offers college-level training within the specific field of Postal Technology as one means of achieving upward mobility in the postal service.



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Course	Title	Semester Hours	Credit
MNA 1453	* Postmaster Administration . . . . .	3	
MNA 1454	* Postal Service Marketing . . . . .	3	
MNA 1394	* Postal Finance I . . . . .	3	
MNA 2451	* Mail Processing . . . . .	3	
MNA 2452	* Postal Customer Services . . . . .	3	
MNA 2397	* Postal Employee Relations . . . . .	3	
MNA 2398	* Postal Labor Relations . . . . .	3	
MNA 2399	* Postal Finance II . . . . .	3	
MAN 2021	Principles of Management . . . . .	3	
ENC 1101	Freshman Communications I . . . . .	3	
ENC 1102	Freshman Communications II . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
POS 1001	** Introduction to Political Science . . . . .	3	
	Physical Education . . . . .	2	
	Humanities . . . . .	3	
	Natural Sciences . . . . .	3	
	Electives . . . . .	12	
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### Electives

ACG 2022	Financial Accounting . . . . .	4
BUL 2241	Business Law I . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
COP 1170	Programming in Basic . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
CLP 2002	Personality Development . . . . .	3
ENC 1210	Applied Communications . . . . .	3
MNA 2100	Human Relations . . . . .	3
MAR 2011	Principles of Marketing . . . . .	3
OST 2335	Business Communications . . . . .	4
PHI 1100	The Art of Thinking . . . . .	3
PSY 2012	General Psychology . . . . .	3
REA 1205	Accelerated Reading . . . . .	3
SOP 2740	Feminist Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SPC 1601	Public Speaking . . . . .	3
SPN 1120	Elementary Spanish I . . . . .	4
SPN 1121	Elementary Spanish II . . . . .	4
SYG 1230	American Minorities Today . . . . .	3

\* For employment purposes, documentation will be provided upon completion of these courses with a 2.0 GPA or higher.

\*\* POS 2041 or AMH 2010 may be substituted.

### Professional Pilot (A.S. 08-197)

#### Professional Pilot Option, Maintenance Management Option, Operations Option

The Professional Pilot Option is designed to prepare students to become commercial pilots. In addition to the necessary ground schools, a broad study of all aspects of aviation and general education subjects is emphasized to further a career in aviation.

The following credit shall be given if the student holds these licenses:

<b>Private License</b> . . . . .	6 credit hours
ATT 1100, ATF 1100	
<b>Instrument License</b> . . . . .	12 credit hours
ATT 1100, ATT 2120, ATF 1100, ATF 2300	
<b>Commercial License</b> . . . . .	9 credit hours
ATT 1100, ATF 1100, ATF 2200	

The Maintenance Management and the Operations Options are designed to allow individuals who currently hold an Airframe and Powerplant Mechanics license issued by the FAA to pursue a two-year degree which will give them management skills and knowledge for advancement within the aviation maintenance industry.

College credit will be awarded for the following current FAA licenses toward this A.S. degree:

<b>Powerplant Mechanic</b> . . . . .	12 credit hours
<b>Airframe Mechanic</b> . . . . .	12 credit hours

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	
	Physical Education . . . . .	2	
ASC 1330	Aero-Safety and Regulations . . . . .	2	
MAC 1102	Algebra for College Students . . . . .	3	
ENC 1210	Applied Communications . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
AVM 2010	Aerospace and Air Travel . . . . .	3	
SYG 1440	* Introduction to the Social Sciences . . . . .	3	
PHY 1001	Applied Physics . . . . .	3	

#### Professional Pilot Option

ATT 1100	Private Pilot Ground School . . . . .	3
ASC 1640	Propulsion Systems . . . . .	3
ASC 2550	Aerodynamics . . . . .	3
ATF 1100	Flight - Private . . . . .	3
ATF 1600	Basic Flight Simulator . . . . .	1
MAC 1114	Trigonometry . . . . .	3
	Humanities . . . . .	3
ASC 1210	Aero-Meteorology . . . . .	3
ATF 2200	Flight - Commercial . . . . .	3
ATF 2605	Intermediate Flight Simulator . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3
PSC 1101	Earth Science . . . . .	3
ASC 1101	Aero-Navigation . . . . .	3
ATT 2120	Instrument Ground School . . . . .	3
ATF 2300	Flight - Instrument . . . . .	3
ATF 2610	Advanced Instrument Flight Simulator Laboratory . . . . .	1
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#### Maintenance Management Option

	Airframe License . . . . .	12
CGS 1361	Introduction to Computers . . . . .	3
BUL 2241	Business Law I . . . . .	3
MAN 2021	Principles of Management . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
ASC 1210	Aero-Meteorology . . . . .	3
	** Humanities . . . . .	3
	Power Plant License . . . . .	12
		67

#### Operations Option

ATT 1100	Private Pilot Ground School . . . . .	3
ASC 1640	Propulsion Systems . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
MAN 2021	Principles of Management . . . . .	3
BUL 2241	Business Law I . . . . .	3
GEB 1011	Introduction to Business . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
	*** Humanities . . . . .	3
ACG 2022	Financial Accounting . . . . .	4

POS 1001	† Introduction to Political Science . . . . .	3
PSC 1101	Earth Science . . . . .	3
ECO 2013	Principles of Macroeconomics . . . . .	3
MAN 2800	Small Business Management . . . . .	3

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\* POS 2041, AMH 2010, SYG 2000 may be substituted.

\*\* Any humanities course may be substituted.

\*\*\* ARH 1000 Art Appreciation or MUL 1010 Music Appreciation

† POS 2041 or AMH 2010 may be substituted.

NOTE: Students should check with their advisers for specific courses that may be required by some upper-division schools.

### Recreation Specialist (A.S. 10-230)

This program is designed to prepare the student for entry-level positions. Positions may include: activity leader, league supervisor, arts and crafts specialists, program leader for centers or playgrounds, summer program counselor, official, after-school program leader or facility supervisor. Since the curriculum is tailored to the student's area of interest in recreation, he/she should consult with the physical education faculty concerning course work. If a student wishes to continue to the university level, 18 hours of general education courses may be completed to meet the general education requirement for classification for upper division.

Course	Title	Semester Hours Credit
BSC 1050	Environmental Conservation . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MUL 1010	Music Appreciation . . . . .	3
	* Social Science . . . . .	3
	** Physical Education . . . . .	2
LEI 1000	Introduction to Recreation as a Profession . . . . .	3
LEI 1260	Introduction to Outdoor Recreation . . . . .	3
LEI 1310	Leadership in Recreation . . . . .	3
LEI 1603	Maintenance, Care and Scheduling of Recreation Facilities . . . . .	3
LEI 1920C	Field Study I . . . . .	2
LEI 2431	Organizing, Planning and Programming Activities . . . . .	3
LEI 2510	Facility Operations . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Electives . . . . .	17

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#### Electives

ART 1100C	Introduction to Crafts . . . . .	3
DAA 1050C	Fundamentals of Rhythmics . . . . .	2
LEI 2220	Social Recreation . . . . .	3
LEI 2700	Therapeutic Recreation . . . . .	3
LEI 2940C	Field Study II . . . . .	2
ORH 2220	Turf Grass Management . . . . .	3
PEL 2041	Recreational Games . . . . .	1
PEO 2013	Officiating Techniques for Team Sports . . . . .	2
PEO 2033	Officiating Techniques for Individual Sports . . . . .	2
PEO 2940	Sport Specific Officiating Practicum . . . . .	1
PEN 1231	Sailing Sunfish . . . . .	1
PEN 2113	Life Saving . . . . .	1
PEN 2122	Swimming and Diving . . . . .	1

PEN 2136	Scuba Diving . . . . .	1
PEN 2251	Canoeing . . . . .	1
PEO 1321C	Individual Sports . . . . .	3
PEO 1323	Volleyball Fundamentals and Officiating . . . . .	3

\* Any courses in Area VI listed for AA degree

\*\* Two credits in physical education activity courses or credits selected from physical education major courses

### Theater and Entertainment Technology (A.S. 12-274)

#### General Music Option, Popular Music and Jazz Option, Music Theater Option, Ballet Option

All students must take the general education core courses. There are three music options and one dance option from which to choose: General Music Track Option, Popular Music and Jazz Option, Music Theater Option and Ballet Option.

The **General Music Option** is a basic program of studies designed to assist those engaged in teaching, performing or conducting music.

The music electives in the program may be selected to benefit the student in his/her particular area of specialization, such as sacred music or private teaching.

The **Popular Music and Jazz Option** prepares students for professional careers in pop, jazz, rock or commercial music as a performer, arranger and/or composer.

The **Music Theater Option** prepares the student for a professional career in Music Theater as a singer-dancer-actor or technician.

The **Ballet Option** is designed to prepare students for a professional career in ballet. Ballet classes are conducted at the facilities of the School of Ballet Florida at the Howard/Hale Dance Center. Placement auditions for all ballet students are required to determine entry level and advancement. To arrange placement auditions, telephone 407/842-7631.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
MUH 2111	Introduction to Music History I . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Science . . . . .	3
	* Applied Music . . . . .	8
	Ensembles . . . . .	4
MUC 2301	Introduction to Electronic Music I . . . . .	3
MUH 2112	Introduction to Music History II . . . . .	3
MUS 0010	Recital Seminar . . . . .	0
MUT 1111	** Music Theory I . . . . .	3
MUT 1112	Music Theory II . . . . .	3
MUT 1241	Ear Training and Sight Singing I . . . . .	1
MUT 1242	Ear Training and Sight Singing II . . . . .	1
MVK 1111A	* Class Instruction - Piano I . . . . .	1
MVK 1111B	* Class Instruction - Piano II . . . . .	1
	Physical Education . . . . .	2

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#### General Music Option

PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3



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SPC 1050	or Voice and Diction (3) Music Electives . . . . .	8
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### Popular Music and Jazz Option

MUC 2302	Introduction to Electronic Music II . . . . .	3
MUT 1351	Jazz Arranging I . . . . .	2
MUT 1352	Jazz Arranging II . . . . .	2
MUT 2116	Music Theory III . . . . .	3
MUT 2231	Keyboard Harmony I . . . . .	1
MUT 2246	Ear Training and Sight Singing III . . . . .	1
MUT 2641	Instrumental Improvisation . . . . .	1
	or	
MUM 2031	Pop Vocal Style (1)	
MUH 2018	History and Appreciation of Jazz . . . . .	3
MVS 1116A	Class Guitar I . . . . .	1
MVV 1111A	Class Instruction - Voice I . . . . .	1
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### Music Theater Option

DAA 1500	Modern Jazz Dance I . . . . .	1
DAA 2160	Contemporary Dance I . . . . .	1
MUT 1111	Music Theory I . . . . .	3
MUT 1112	Music Theory II . . . . .	3
MUT 1241	Ear Training and Sight Singing I . . . . .	1
MUT 1242	Ear Training and Sight Singing II . . . . .	1
MUH 2930	Special Topics in Music (Dance) . . . . .	2
MUN 1310	Concert Chorus . . . . .	1
ORI 2000	Oral Interpretation . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
TPA 1210	Fundamentals of Stagecraft . . . . .	3
TPP 2100	Acting I . . . . .	3
TPP 2110	Acting II . . . . .	3
TPP 2510	Movement for the Theater . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
	Applied Music . . . . .	8
MVK 1111A	Class Instruction - Piano I . . . . .	1
MVK 1111B	Class Instruction - Piano II . . . . .	1
		98

### Ballet Option

DAA	Ballet . . . . .	29
MUT 1001	Fundamentals of Music . . . . .	3
SPC 1050	Voice and Diction . . . . .	3
THE 1000	Introduction to the Theater . . . . .	3
THE 1020	Techniques of Dramatic Art . . . . .	3
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\* Auditions are required for placement in applied music courses, both class and private lessons.

\*\* Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take MUT 1001, Fundamentals of Music.

NOTE: Attendance at the recital seminar is required each semester.

### Water/Waste Water Management (A.S. 02-199)

This program is designed to prepare the student for employment as a supervisor of a Water/Waste Water Treatment Plant or a Water/Waste Water Treatment Laboratory.

Course	Title	Semester Hours	Credit
BSC 1050	Environmental Conservation . . . . .	3	
ARH 1000	Art Appreciation . . . . .	3	
	or		
MUL 1010	Music Appreciation (3)		
ENC 1101	Freshman Communications I . . . . .	3	
HSC 2200	Health Concepts and Strategies . . . . .	3	
MAC 1102	Algebra for College Students . . . . .	3	
SYG 1440	Introduction to the Social Sciences . . . . .	3	
	or		
SYG 2000	Introduction to Sociology (3)		
	Physical Education . . . . .	2	
CGS 1361	Introduction to Computers . . . . .	3	
ECO 2013	Principles of Macroeconomics . . . . .	3	
ENC 1210	Applied Communications . . . . .	3	
ETD 1110C	Introduction to Technical Drawing . . . . .	2	
MAN 2021	Principles of Management . . . . .	3	
MNA 2100	Human Relations . . . . .	3	
	or		
PSY 2012	General Psychology (3)		
MNA 2345	Principles of Supervision . . . . .	3	
MAC 1114	Trigonometry . . . . .	3	
	+ Science . . . . .	3	
	Electives . . . . .	3	
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### + Science Electives

BSC 1010	General Biology . . . . .	3
CHM 1015	Introduction to Chemistry . . . . .	3

### Electives

EET 1104	Basic Electronics . . . . .	3
SUR 1101C	Basic Surveying and Mapping . . . . .	4

Credit awarded upon review and evaluation of C, B and A level Water/Waste Water Florida Certificates. Maximum allowable credit is as follows:

"C" level certificate . . . . .	5
"B" level certificate . . . . .	5
"A" level certificate . . . . .	5
College credit classes . . . . .	49
Certificate credit equivalent . . . . .	15
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NOTE: The award of credit is not automatic and will only be processed upon evaluation by the dean of vocational education and the student obtaining 15 college credits in residency at PBCC.



# Allied Health Programs

## Chemistry Pre-professional (A.A. 04-078)

**Medical Related: Pre-dental, Pre-medical, Pre-pharmacy, Pre-podiatry, Pre-veterinary**

This curriculum will meet the minimum requirements for admission to most medical and dental schools. While the student may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he/she is planning to transfer in order that he/she may know the specific requirements for admission. This should be done early in the second semester of the first year in the curriculum.

Course	Title	Semester	Hours	Credit
ARH 1000	Art Appreciation . . . . .		3	
	or			
MUL 1010	Music Appreciation (3)			
BSC 1010	Principles of Biology . . . . .		3	
BSC 1010L	Principles of Biology Laboratory . . . . .		1	
CHM 1041	General Chemistry II . . . . .		3	
CHM 1041L	General Chemistry II Laboratory . . . . .		1	
ENC 1101	Freshman Communications I . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
MAC 1102	Algebra for College Students . . . . .		3	
ZOO 1010	General Zoology Lecture . . . . .		3	
ZOO 1010L	General Zoology Laboratory . . . . .		1	
CHM 2046	General Chemistry III . . . . .		3	
CHM 2046L	General Chemistry III Laboratory . . . . .		1	
ENC 1102	Freshman Communications II . . . . .		3	
MAC 1114	Trigonometry . . . . .		3	
	Physical Education . . . . .		2	
CHM 2210	Organic Chemistry I . . . . .		3	
CHM 2210L	Organic Chemistry I Laboratory . . . . .		1	
PHY 2048	** General Physics w/Calculus I . . . . .		4	
	or			
PHY 2053	General Physics I (4)			
PHY 2048L	General Physics I Laboratory . . . . .		1	
BOT 1010	General Botany . . . . .		3	
BOT 1010L	General Botany Laboratory . . . . .		1	
	or			
ZOO 2713	Comparative Vertebrate Anatomy (3)			
ZOO 2713L	Comparative Vertebrate Anatomy Laboratory (1)			
SYG 1440	Introduction to the Social Sciences . . . . .		3	
	or			
SYG 2000	Introduction to Sociology (3)			
CHM 2211	Organic Chemistry II . . . . .		3	
CHM 2211L	Organic Chemistry II Laboratory . . . . .		1	
PHY 2049	General Physics w/Calculus II . . . . .		4	
PHY 2049L	General Physics w/Calculus II Lab . . . . .		1	
	or			
PHY 2054	General Physics II (4)			
PHY 2049L	General Physics II Laboratory (1)			
POS 1001	* Introduction to Political Science . . . . .		3	
SPC 1600	Fundamentals of Speech . . . . .		3	
	Literature . . . . .		3	

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\* POS 2041 or AMH 2010 may be substituted.

\*\* If Physics with Calculus is taken, then Calculus with Analytic Geometry I must be taken concurrently.

## Dental Hygiene (A.S. 07-151)

The Dental Hygiene program is accredited by the ADA Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the listed general education core courses. It begins with the fall term of each year, and is structured as a daytime program only. Graduates are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation dental assisting program, and a possibility of up to 20 credit hours may be accepted toward the A.S. degree in dental hygiene. The Expanded Function Certificate of 200 hours earned from an accredited program as of January 20, 1990 or later will be accepted. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence, and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene except for physical education. Dental science courses must have been taken within the past five years or qualify for acceptance by challenge examination.

### Requirements for Consideration for Selection

The following criteria are established to be eligible for placement in the selection pool and must be met by the application deadline date. Meeting criteria for selection does not guarantee admission to the Dental Hygiene program. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

- Special Application and Deadline(s)**  
The applicant must submit a completed Dental Hygiene application package (including transcripts) to the Limited Access Program office on Central Campus by May 15 of each year in order to be eligible for consideration for selection into the program. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.
- Academic High School Diploma or GED**  
Proof of an academic high school diploma or an English language GED certificate must be submitted.
- Transcripts**  
Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Central Campus.
- Cumulative Grade Point Average**  
Cumulative grade point average must be at least 2.0 in all previous college work attempted.
- Placement Test Scores**  
All applicants must submit placement test scores which meet minimum requirements for entrance into college-level English



and math or required remedial work (including any and all necessary college preparatory courses) must have been successfully completed prior to the application deadline date. Successful completion (C or higher) or a minimum of three (3) college credits each in English and mathematics courses may be used in lieu of placement test scores for purposes of application to the program, but placement test scores will be required prior to graduation in all cases. In addition, all students accepted into the program will be required to take the Test of Adult Basic Education (TABE) prior to the first day of class for purposes of academic advising. Contact Central Campus testing center to determine testing dates.

#### 6. Medical Exam

This is not required for application to this program (see 8.C. and 8.D. below).

#### 7. Program Interview/Counseling

All students are strongly urged to speak with a staff member in the program as early as possible prior to application. Call 439-8095 for an appointment.

#### 8. Special Notes

- Preference in selection will be given to applicants who have completed a PBCC dental assisting program which began August 24, 1992 or later or to those who have completed an articulated, accredited dental assisting program from another State of Florida institution.
- Preference in selection will also be given to applicants who have successfully completed Anatomy and Physiology I and II and the labs, Microbiology and the lab and Chemistry, each with a grade of C or better (see list of courses at the end of this section).
- It is highly recommended that all applicants complete as many of the non-science general education courses requirements as possible prior to beginning the program in the fall, so that efforts may be concentrated on dental hygiene program courses (see list of courses at end of this section).
- Once officially accepted into the Dental Hygiene program, a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Certification in Cardiopulmonary Resuscitation (Level C) must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.
- If a student has withdrawn from or failed a course in Dental Hygiene and wishes to re-enter the program, he/she must reapply for a position in the following year's class on a space available basis. That student will then be required to: 1) repeat the failed or withdrawn course and 2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any Dental Hygiene course(s), he/she may not re-enter the program.

#### General Education Course Requirements:

Course	Title	Semester Hours Credit
BSC 1085	Anatomy and Physiology I . . . . .	3
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .	1
BSC 1086	Anatomy and Physiology II . . . . .	3
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3

MCB 1000	Microbiology . . . . .	3
MCB 1000L	Microbiology Laboratory . . . . .	1
HUN 1201	Elements of Nutrition . . . . .	3
MAT 1033	* Intermediate Algebra . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
PSY 2012	General Psychology . . . . .	3
ENC 1101	Freshman Communications I . . . . .	3
** Humanities . . . . .		3

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\* Or may use any of the math courses listed for an A.A. degree

\*\* May use any Humanities courses listed for an A.A. degree

#### PBCC Graduation Requirements:

Physical Education - Any two, one credit courses (total 2 credits)

#### Freshman Year

##### Fall

Course	Title	Semester Hours Credit
DEH 1001	Introduction to Clinical Procedures . . . . .	3*
DEH 1001L	Introduction to Clinical Procedures Lab . . . . .	1*
DES 1200C	Dental Radiology Lecture & Lab . . . . .	3*
DES 1100C	Dental Materials . . . . .	3*
DEH 1820	Office Emergencies Lecture . . . . .	1*
DES 1020	Dental Anatomy . . . . .	3*
DEH 1003	Dental Hygiene Instrumentation . . . . .	1
DEH 1003L	Dental Hygiene Instrumentation Lab . . . . .	2
		17

##### Winter

DEH 2722	Preventive Dentistry . . . . .	2*
DEH 1530C	Expanded Functions . . . . .	2
DES 2050	Pharmacology . . . . .	2
DES 1030	Oral Embryology and Histology . . . . .	1
DEH 1800CA	Dental Hygiene I . . . . .	5
		12

##### Summer A

DEH 1802C	Dental Hygiene II . . . . .	2
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#### Sophomore Year

##### Fall

DEH 2900	Compromised Patient . . . . .	1
DES 2047	General and Oral Pathology . . . . .	2
DEH 2603	Periodontology . . . . .	2
DEH 2701	Community Dentistry . . . . .	2
DEH 2804C	Dental Hygiene III . . . . .	5
		12

##### Winter

DEH 2830	Office Management . . . . .	2*
DEH 2702L	Community Dentistry Practicum . . . . .	1
DEH 2806C	Dental Hygiene IV . . . . .	6
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DEH 2930 Update in Clinical Skills: Two credits. Designed for graduate dental hygienists. Offered fall and winter. Call Dental Health Services office for details.

\*Will articulate from PBCC Dental Assisting program.

#### Dietetics/Foods and Nutrition (A.A. 27-074)

A suggested curriculum for students who are interested in university preparation for professional positions in nutrition and dietetics, including coordinated undergraduate program. It allows students to

fulfill their basic requirements before transferring to the upper-level university (in Florida: Florida International University).

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
MUL 1010	Music Appreciation (3)	
CHM 1040	General Chemistry I . . . . .	3
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MGF 1104	Mathematics for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	Physical Education . . . . .	2
AML 2010	American Literature to 1865 . . . . .	3
CHM 2210	Organic Chemistry I . . . . .	3
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
ECO 2013	Principles of Macroeconomics . . . . .	3
FSS 1221	Principles of Quantity Food Production . . . . .	4
HSC 2200	Health Concepts & Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
MCB 1000	Microbiology . . . . .	3
MCB 1000L	Microbiology Laboratory . . . . .	1
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

**NOTE:** Consultation with an adviser is essential to ensure proper sequence of courses.

### Dietetic Technician (A.S. 27-512)

This program prepares students for a career as a Dietetic Technician, who provides food service management or nutritional care services to individuals and groups under the supervision of a Registered Dietitian (R.D.). The curriculum has been developed along the guidelines of the American Dietetic Association.

Upon successful completion of this program, students may fill positions in health care and educational facilities, such as hospitals, skilled nursing facilities, schools, residential and group care facilities, day care centers and community agencies.

#### Dietetic Technician Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Dietetic Technician program. Final selection will be based on the applicant pool, which is contingent on the number of field experience sites available to the students.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

#### 1. Special Application and Deadline(s)

The applicant must submit a completed Dietetic Technician

application package directly to the Dietetic Technician program leader by November 1 of each year in order to be eligible for consideration for selection into the program which begins the following January.

#### 2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

#### 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

#### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

#### 5. Placement Test Scores

Placement test must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection criteria.

#### 6. Medical Exam

Not required for application to the program (see 8.C. below)

#### 7. Program Interview

The applicant must have an interview with the Dietetic Technician program leader on Central Campus prior to application. Telephone 439-8126 for an appointment.

#### 8. Special Notes

- The applicant must have completed HUN 1201 and FSS 1210 with a grade of C or higher. If presently taking these courses, mid-term grades will be used and acceptance to the program will be conditional on completion of the courses with a grade of C or higher.
- Once officially accepted into the Dietetic Technician program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
FSS 1210	Basic Food Preparation . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MAT 1033	Intermediate Algebra . . . . .	3
PSY 2012	General Psychology . . . . .	3
BSC 1010	Principles of Biology . . . . .	3
DIE 1412	Dietetic Technician I . . . . .	3
DIE 1419	Practicum I . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	Humanities . . . . .	3
HUN 1501	Community Nutrition . . . . .	3
	Physical Education . . . . .	2
DIE 2211	Dietetic Technician II . . . . .	3
DIE 2270	Practicum II . . . . .	3
FSS 1221	Principles of Quantity Food Production I . . . . .	4



SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
DIE 2120	Dietetic Technician III . . . . .	4
DIE 2170	Practicum III . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
	Elective . . . . .	3

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### Emergency Medical Service Management (A.S. 27-449)

This program is designed for the individual who wishes to increase his/her knowledge of scientific principles related to paramedic skills. The graduate will obtain the needed knowledge and skills in management and human relations.

Also see the Paramedic Certificate program.

### Emergency Medical Service Technology Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Paramedic program. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

#### 1. Special Application and Deadline(s)

The applicant must submit a completed Paramedic program application package to the Limited Access program office on Central Campus by either April 15 (first selection) or May 17 (second selection) of each year in order to be eligible for consideration for selection into the program.

#### 2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

#### 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

#### 4. Cumulative Grade Point Average

Not applicable.

#### 5. Placement Test Scores

Placement test must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection criteria.

#### 6. Medical Exam

Not required for application to this program (see 8.A., 8.B. and 8.C. below).

#### 7. Program Interview/Counseling

Not applicable.

#### 8. Special Notes

- Once officially accepted into the Paramedic program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.

- Evidence will have to be provided indicating that the student's physical condition will allow him/her to satisfactorily perform paramedic competencies, including the ability to lift 100 pounds.
- All accepted applicants into the Paramedic program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Emergency Medical Technician (EMT) licensure or passing EMT test results must be submitted to be eligible for selection.
- Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during each enrollment period.

Course	Title	Semester	Hours	Credit
EMS 1119C	* Emergency Medical Tech/EMT . . . . .		6	
EMS 1271	Paramedic I . . . . .		2	
EMS 1271L	Paramedic Skill I Laboratory . . . . .		3	
EMS 1272	Paramedic II . . . . .		6	
EMS 1272L	Paramedic Skill II Laboratory . . . . .		1	
EMS 1294L	Clinical/Field Rotation I . . . . .		7	
EMS 1273	Paramedic III . . . . .		6	
EMS 1273L	Paramedic Skills III Laboratory . . . . .		1	
EMS 1295L	Clinical/Field Rotation II . . . . .		7	
BSC 1085	Anatomy and Physiology I . . . . .		3	
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .		1	
BSC 1086	Anatomy and Physiology II . . . . .		3	
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .		1	
CGS 1361	Introduction to Computers . . . . .		3	
ENC 1101	Freshman Communications I . . . . .		3	
GEB 1011	Introduction to Business . . . . .		3	
HSC 2200	Health Concepts and Strategies . . . . .		3	
MAN 2021	** Principles of Management . . . . .		3	
MNA 2100	Human Relations . . . . .		3	
MNA 2345	Principles of Supervision . . . . .		3	
MAT 1033	*** Intermediate Algebra . . . . .		3	
MRE 2001	Medical Terminology . . . . .		3	
PSY 2012	General Psychology . . . . .		3	
SPC 1600	Fundamentals of Speech . . . . .		3	
SYG 2000	† Introduction to Sociology . . . . .		3	
	Humanities . . . . .		3	
	Physical Education . . . . .		2	

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### Elective

EMS 1331	Aeromedical Transport . . . . .	3
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\* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

\*\* FFP 2100 and FFP 2410 may be substituted with approval by division chair.

\*\*\* Or may use any of the math courses listed for a A.A. degree. Please refer to chapter 8, general education requirements.

† AMH 2010, POS 1001, POS 2041, or SYG 1440 may be substituted.

### Health Education (A.A. 23-226)

This suggested curriculum provides university-parallel courses to meet the needs of students who are interested in university preparation for professional health education positions in voluntary, industrial, federal or public health agencies; teaching health science at the

elementary, secondary, college or university levels; emergency care agencies; and patient education in hospitals, clinics or health maintenance organizations.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	Physical Education . . . . .	2
ENC 1102	Freshman Communications II . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
POS 1001	* Introduction to Political Science . . . . .	3
ZOO 1010	General Zoology . . . . .	3
ZOO 1010L	General Zoology Laboratory . . . . .	1
CHM 1015	Principles of Chemistry . . . . .	3
CHM 1015	Principles of Chemistry . . . . .	3
HUN 1201	Elements of Nutrition . . . . .	3
MGF 1104	Mathematics for the College Student . . . . .	3
PSY 2012	General Psychology . . . . .	3
	** Literature . . . . .	3
CLP 2002	Personality Development . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
HSC 2204	Community Health Education . . . . .	3
PHI 1100	Art of Thinking . . . . .	3
PHY 2048L	General Physics I Laboratory . . . . .	1
SPC 1600	Fundamentals of Speech . . . . .	3
	Elective . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

\*\* Any literature course.

NOTE: Some universities offering health education recommend BSC 1085 and BSC 1085L in addition to the above requirements.

### Medical Technology (A.A. 27-036)

This is a pre-medical technology program for students who are planning to apply to an upper-division institution that offers a B.S. degree in that discipline. In all cases the student must correspond with the school to which he/she is planning to apply in order that he/she may know the specific requirements for admission.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3

MAC 1114	Trigonometry . . . . .	3
ZOO 1010	General Zoology . . . . .	3
ZOO 1010L	General Zoology Laboratory . . . . .	1
	Physical Education . . . . .	2
CHM 2210	Organic Chemistry I . . . . .	3
CHM 2210L	Organic Chemistry I Laboratory . . . . .	1
CHM 2211	Organic Chemistry II . . . . .	3
CHM 2211L	Organic Chemistry II Laboratory . . . . .	1
PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
PHY 2054	General Physics II . . . . .	4
PHY 2049L	General Physics II Laboratory . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
SYG 1440	Introduction to the Social Sciences . . . . .	3
	or	
SYG 2000	Introduction to Sociology (3)	
	** Literature . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

\*\* Any literature course.

NOTE: Some universities offering medical technology highly recommend some of the following courses in addition to the above requirements: BOT 1010, BOT 1010L, CGS 1361, PHI 1100, STA 2014.

### Nursing

The Nursing department at Palm Beach Community College offers two programs: the AS degree in Nursing and the AA Pre-Nursing degree.

### Nursing (A.S. 13-301)

The A.S. degree program is designed to provide educational and clinical experiences leading to preparation for beginning positions as technical nurses in hospitals or comparable facilities. Upon graduation, students are awarded an associate degree and are eligible to take the National Council Licensing Exam (NCLEX) to become a registered nurse (RN). Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance. The program is approved by the Florida State Board of Nursing.

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a Limited Access program, entrance requirements are the same; however, the process is different.

Generic students submit information and documents directly to the Palm Beach Community College Limited Access program office.

LPN/transfer students submit application and transcripts to the Admissions office, and all other information directly to the Palm Beach Community College Nursing department.

### Nursing Admissions - Limited Access Program

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing program. Final selection will be based on the applicant pool and space available.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

It is strongly recommended that students interested in applying to



the Nursing program attend a group information session. Contact the Nursing office for details.

### 1. Special Application and Deadline(s)

#### a. Generic Students

Must submit a completed Palm Beach Community College Nursing Program application to the Limited Access program office (Central Campus) by March 1 for fall term or October 1 for winter term.

#### b. LPN/Transfer Students

Must submit Palm Beach Community College's general admission application to the college Admissions office and send the Nursing department a letter of intent.

### 2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

### 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

### 5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and Math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores for eligibility for consideration for selection into the program. Placement scores are required prior to graduation.

### 6. Medical Exam

See 8.g. (3) below.

### 7. Program Interview/Counseling

#### a. Generic Students

None is required for the Nursing program.

#### b. LPN/Transfer Students

After submitting the letter of intent, make an appointment with the Nursing Education coordinator for counseling.

### 8. Special Notes

#### a. NLN Pre-admission Exam

All applicants must have NLN Pre-admission Test scores on file in the admissions office. Information regarding testing dates is available through the Limited Access program office.

#### b. The following courses must be completed with a "C" or better prior to submitting an application for consideration:

##### (1) Chemistry:

One year of high school chemistry or one semester of college chemistry (CHM 1015 or its equivalent).

##### (2) Ratio & Proportion:

Completion of college-level Ratio & Proportion (MGF 1109).

##### (3) Anatomy & Physiology

Completion of college-level Anatomy and Physiology I (lecture and lab--BSC 1085 and BSC 1085L or equivalent).

#### c. LPN Applicants Only (in addition to above)

##### (1) LPN License: Documentation of a valid Florida license

##### (2) LPN Competencies: Documentation of one of the following:

(a) Six months LPN work experience within the last five years

(OR)

(b) Graduation from LPN school within the past six months.

### (3) Credit for NUR 1023:

Successful completion of the NUR 1023 challenge exam with at least a "C" entitles applicant to eight credits. There is a fee for this exam, and it is arranged through the Nursing office.

#### d. Transfer Students

Nursing courses can be challenged. Submit course syllabi to the Nursing department for review.

#### e. Challenge Credit

If previous experience and academic preparation warrants, any student may challenge nursing and other general education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing department. CLEP exams are arranged with the Testing Center.

#### f. Readmissions

Students who have been academically dismissed from PBCC's Nursing program may reapply only after successful completion of an LPN program. Application is the same as stated above for LPNs.

ALL of the above REQUIREMENTS must be COMPLETE BEFORE the applicant will be CONSIDERED FOR SELECTION.

#### g. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing department:

(1) Proof of medical/accident insurance during each enrollment period.

(2) Valid CPR certificate.

(3) Medical exam form completed (including immunizations and/or titers).

#### h. All nursing courses are taken in sequence of Concepts, Process I and then Process II courses. Some flexibility is possible within the levels. General education courses must be taken in their course sequencing but can be taken concurrently or prior to the nursing curriculum.

#### i. The student must maintain at least a "C" in all nursing courses (both didactic and clinical), Anatomy/Physiology and Microbiology lecture and labs to continue in the program.

Course	Title	Semester	Hours	Credit
BSC 1086	Anatomy/Physiology II . . . . .		3	
BSC 1086L	Anatomy/Physiology II Lab . . . . .		1	
MCB 1000	Microbiology . . . . .		3	
MCB 1000L	Microbiology Lab . . . . .		1	
NUR 1023C	Nursing Concepts . . . . .		8	
NUR 2130	Human Growth & Development . . . . .		3	
NUR 1210C	Nursing Process IB . . . . .		7	
NUR 1211C	Nursing Process IA . . . . .		7	
HUN 1201	Elements of Nutrition . . . . .		3	
NUR 2421C	* Nursing Process II B . . . . .		7	
NUR 2310C	* Nursing Process II C . . . . .		7	
SYG 2000	Introduction to Sociology . . . . .		3	
	or			
SYG 1440	Introduction to Social Science (3)			
NUR 2214C	* Nursing Process IID . . . . .		7	

NUR 2520C	* Nursing Process IIE . . . . .	7
ENC 1101	Freshman Communication I . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Physical Education Electives . . . . .	2
	** Humanities Elective . . . . .	3
	*** Math Elective . . . . .	2/3
NUR 2000	† Introduction to Professional Nursing (1)	

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\* **NURSING PROCESS II** courses can **ONLY** be taken **AFTER SUCCESSFUL COMPLETION** (minimum grade of C) of: *Anatomy/Physiology II and Microbiology lecture and laboratory, completed within the last 10 years; Nutrition; and Human Growth & Development.*

\*\* *Humanities electives = music, literature and/or art courses*

\*\*\* *Math elective = MGF 1111, 1112, STA 1021--two of these one credit courses or MGF 1104, MAC 1102 or MAT 1033*

† *LPN only, prior to or concurrent with first Nursing course*

### Pre-Nursing (A.A. 13-302)

This program is intended to give the student the first two years of a four-year program leading to a bachelor's degree in nursing (BSN). Since requirements of colleges vary, students are encouraged to obtain a catalog of the senior college to which they intend to transfer and consult with the dean of that school of nursing to obtain optimum choice of the courses at PBCC. In some cases, it may be advisable to transfer at the end of the first year.

### Pre-nursing Admissions Allied Health; Pre-nursing admissions, Associate in Arts

Admission to the college through the college admission process is all that is required. Students DO NOT APPLY through the Limited-Access program office. See catalog - "Admissions."

Any individual with an arrest record is advised to seek counseling regarding possible limitations towards licensure prior to applying for entrance.

Courses listed below conform to the required credits of: 36 general education; two physical education; PLUS nursing related courses.

See the introduction to this chapter for all possible general education combinations.

Course	Title	Semester Hours Credit
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
HSC 2200	Health Concepts & Strategies . . . . .	3
ARH 1000	Art Appreciation	
	or	
MUL 1010	Music Appreciation . . . . .	3
	Literature . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
STA 2014	Statistics . . . . .	3
BSC 1085	Anatomy & Physiology I . . . . .	3
BSC 1085L	Anatomy & Physiology I Lab . . . . .	1
BSC 1086	Anatomy & Physiology II . . . . .	3
BSC 1086L	Anatomy & Physiology II Lab . . . . .	1
MCB 1000	Microbiology . . . . .	3
MCB 1000L	Microbiology Lab . . . . .	1
CHM 1040	General Chemistry I . . . . .	3
CHM 1041	General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Lab . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3
SYG 2000	** Introduction to Sociology . . . . .	3
PSY 2012	General Psychology . . . . .	3

PHI 1000	Introduction to Philosophy . . . . .	3
CGS 1361	Introduction to Computers . . . . .	3
HUN 1201	Nutrition . . . . .	3
NUR 2130	Human Growth & Development . . . . .	3
	Physical Education Electives . . . . .	2

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\* *POS 2041 or AMH 2010 (required in many BSN programs) may be substituted.*

\*\* *SYG 1440 may be substituted.*

**NOTE:** *High school or college foreign language equivalent to eight semester hours is required for admission to all Florida state colleges.*

### Occupational Therapy (A.A. 27-237)

This is a Pre-Occupational Therapy program for students who are planning to apply to a program that offers a B.S. in Occupational Therapy. In Florida, such programs are offered at the University of Florida, Florida International University and Florida Agriculture and Mechanical University.

Course	Title	Semester Hours Credit
	Communications . . . . .	9
	Health . . . . .	3
	Humanities . . . . .	6
	* Mathematics . . . . .	6
	Physical Education . . . . .	2
	* Science . . . . .	6
	Social Science . . . . .	6
CGS 1361	Introduction to Computers (3)	
	or	
COP 1170	Programming in BASIC . . . . .	3
OTH 1001	Introduction to Occupational Therapy . . . . .	3
PSY 2012	General Psychology . . . . .	3
CLP 2002	Personality Development . . . . .	3
DEP 2102	Child Growth and Development . . . . .	3
	Electives . . . . .	12

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### Electives

ANT 2000	Introduction to Anthropology . . . . .	3
ART 1100C	Introduction to Crafts . . . . .	3
ART 1110C	Introduction to Ceramics . . . . .	3
REL 2300	Introduction to Major Religions of the World . . . . .	3

\* *BSC 1085 and BSC 1085L must be taken as part of the general education science requirements. STA 2014 must be taken as part of the general education math requirements. Selections should be made in consultation with an academic adviser.*

### Occupational Therapy Assistant (A.S. 27-240)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (OTR), providing treatment to patients with physical or psychological disabilities. The assistant may also work independently in programs to prevent disability and maintain health. The curriculum has been developed according to the essentials (guidelines) developed by the American Occupational Therapy Association. The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education. Graduates are eligible to take the national certification examination given by the American Occupational Therapy Certification Board. When they have passed the certification examination, the individual will be a Certified Occupa-



tional Therapy Assistant and eligible for licensure in the State of Florida.

### Requirements for Consideration for Selection

To be eligible for consideration for selection, applicants for the Occupational Therapy Assistant program must meet the following criteria. The application and all supporting documentation except for transcripts (see #3 below) must be received by the Limited-Access program office on Central Campus by April 16. Meeting criteria for selection does not guarantee admission to the program. Final selection will be based on the applicant pool and space available. These criteria supersede any other information.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

#### 1. Special Application

Submit a completed Occupational Therapy Assistant application and fee to the Limited Access program office on Central Campus. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.

#### 2. Academic High School Diploma or GED

All applicants must have received an academic high school diploma from an accredited institution, or a state high school equivalency diploma (GED in English).

#### 3. Transcripts

Official transcripts showing high school graduation or GED results and all previous college work must be received by the Registrar's office at the Central Campus no later than May 16 in order to remain eligible for consideration for selection.

#### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

#### 5. Placement Test Scores

Placement test must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

#### 6. Prerequisites

a. Each applicant must submit a transcript (see #3 above) showing completion within five years of the application deadline date of Anatomy & Physiology I and the lab (BSC 1085 and 1085L or equivalent courses) with a grade of C or higher. Proof of current enrollment in this course may be accepted if submitted by the April 16 deadline. If current enrollment is used, final eligibility for consideration for selection will be conditional on completion of the course with a grade of C or higher and receipt of transcript by May 16.

b. Documentation of three, different eight-hour periods of observation experience from Occupational Therapy facilities is required. The applicant may obtain this experience from any three of the following areas: geriatric facilities, acute care hospitals, rehabilitation hospitals, mental health facilities, sports medicine or hand clinics, pediatric facilities, outpatient facilities, work hardening facilities or private practice. A form for obtaining documentation by an OT supervisor from

each of the three choices of clinical settings is provided as part of the application package. If the applicant is currently employed in an occupational therapy setting, 16 hours from that setting, plus eight hours from another area, may be used to satisfy this requirement.

#### 7. Medical Exam

Not required for application to this program (see 9.a. and 9.b. below)

#### 8. Program Interview/Counseling

It is recommended that each student contact the OTA department for pre-academic counseling prior to application. Please call 439-8094 to schedule an appointment.

#### 9. Special Notes

- Once officially accepted into the Occupational Therapy Assistant program, a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the OTA program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during these periods.

Course	Title	Semester Hours	Credit
ENC 1101	Freshman Communications I . . . . .	3	3
OTH 1001	Introduction to Occupational Therapy . . . . .	3	3
OTH 1800C	Occupational Therapy Practicum I . . . . .	2	2
PSY 2012	General Psychology . . . . .	3	3
MAT 1033*	Intermediate Algebra . . . . .	3	3
SPC 1600	Fundamentals of Speech . . . . .	3	3
DEP 2102	Child Growth and Development . . . . .	3	3
LEI 2700C	Recreation for the Aged and Special Population . . . . .	3	3
OTH 1300C	Psychiatric Occupational Therapy . . . . .	3	3
OTH 2410	Introduction to Human Disease . . . . .	3	3
	Humanities . . . . .	3	3
	Physical Education . . . . .	2	2
OTH 1014L	Kinesiology for Occupational Therapy . . . . .	1	1
OTH 1121C	Therapeutic Media (for OTA only) . . . . .	2	2
HSC 1400	Standard First Aid and CPR . . . . .	1	1
HSC 2200	Health Concepts and Strategies . . . . .	3	3
	Social Science . . . . .	3	3
OTH 1520C	Pediatric Occupational Therapy . . . . .	3	3
OTH 1802	Occupational Therapy Practicum II . . . . .	1	1
OTH 2100C	Occupational Therapy Activities Laboratory . . . . .	3	3
OTH 2420	Occupational Therapy for the Physically Disabled . . . . .	3	3
OTH 2710	Seminar for Clinical Practice . . . . .	1	1
OTH 2840	Supervised Clinical Practice I . . . . .	5	5
OTH 2841	Supervised Clinical Practice II . . . . .	5	5

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\* Or may use any math course listed for an A.A. degree. Please refer to the introduction of this chapter for general education requirements.

**NOTE:** Anatomy and Physiology I with Lab is a prerequisite for program application.

**Physical Therapy (A.A. 27-228)**

This is a Pre-Physical Therapy program for students planning to apply to a professional Physical Therapy program. In Florida, the professional Physical Therapy programs are located at University of Florida, University of Miami, Florida International University, Florida A and M. University, University of North Florida and University of Central Florida. In all cases, the student must correspond with the school to which he/she is planning to transfer in order that he/she may know the specific requirements.

Course	Title	Semester Hours Credit
ARH 1000	Art Appreciation . . . . .	3
	or	
MUL 1010	Music Appreciation (3)	
BSC 1010	Principles of Biology . . . . .	3
BSC 1010L	Principles of Biology Laboratory . . . . .	1
CHM 1041	**General Chemistry II . . . . .	3
CHM 1041L	General Chemistry II Laboratory . . . . .	1
CHM 2046	General Chemistry III . . . . .	3
CHM 2046L	General Chemistry III Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
ENC 1102	Freshman Communications II . . . . .	3
HSC 2200	Health Concepts and Strategies . . . . .	3
MAC 1102	Algebra for College Students . . . . .	3
ZOO 1010	General Zoology . . . . .	3
ZOO 1010L	General Zoology Laboratory . . . . .	1
	Physical Education . . . . .	2
DEP 2102	Child Growth and Development . . . . .	3
HSC 1400	Standard First Aid and CPR . . . . .	1
PHY 2053	General Physics I . . . . .	4
PHY 2048L	General Physics I Laboratory . . . . .	1
PHY 2054	General Physics II . . . . .	4
PHY 2049L	General Physics II Laboratory . . . . .	1
POS 1001	* Introduction to Political Science . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
	or	
SYG 1440	Introduction to Social Sciences (3)	
PSY 2012	General Psychology . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
STA 2014	Statistics . . . . .	3
	Literature . . . . .	3
CLP 2002	Psychology of Personality . . . . .	3
MRE 2001	Medical Terminology . . . . .	3

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\* POS 2041 or AMH 2010 may be substituted.

\*\* requires completion of CHM 1040

**Radiography (A.S. 27-303)**

Radiologic Technologists (RTs) combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. These radiographs are used by radiologists and/or physicians in detection, diagnosis and treatment of disease or injury. This is a profession that requires a dependable personality with a mature and caring nature.

This program is fully accredited by the committee on Allied Health Education Accreditation and the Joint Review Committee on Education in Radiologic Technology.

The program has a 24 month, competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure.

The program is designed to begin in the winter term each year and requires a full-time commitment between 8:00 a. m. and 4:30 p. m. daily.

**Radiography Admissions - Limited Access Program**

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline**

The applicant must complete the Radiography program application package by September 20 of each year in order to be eligible for consideration for selection into the program.

**2. Academic High School Diploma or GED**

Proof of an academic high school diploma or an English language GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Eisey Campus.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

**5. Placement Test Scores**

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores for the eligibility for consideration for selection into the program.

**6. Program Advisement**

The program faculty conduct a mandatory open house advisement session at 1:00 p. m. on the last Friday of each month from January through August. This session is intended to give the student guidance through the application process.

**7. Prerequisite**

Each prospective student must document at least eight hours of observation at a Radiology department.

**WINTER I**

Course	Title	Semester Hours Credit
RTE 1000	Introduction to Radiologic Technology . . . . .	3
RTE 1503C	Radiographic Procedures I . . . . .	4
RTE 1804	Radiography Clinical Education I . . . . .	2
MAT 1033	Intermediate Algebra . . . . .	3
BSC 1085	Anatomy and Physiology I . . . . .	3
BSC 1085L	Anatomy and Physiology Laboratory I . . . . .	1

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**SUMMER A/B**

Course	Title	Semester Hours Credit
RTE 1512C	Radiographic Procedures II . . . . .	3
RTE 1814	Radiography Clinical Education II . . . . .	2
RTE 1401C	Radiographic Technique and Processing I . . . . .	3

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**FALL I**

Course	Title	Semester Hours Credit
RTE 1457C	Radiographic Technique II . . . . .	3



RTE 1523C	Radiographic Procedures III . . . . .	4
RTE 1824L	Radiography Clinical Education III . . . . .	2
BSC 1086	Anatomy and Physiology II . . . . .	3
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .	1
PHY 1007	Physics for Allied Health Professions . . . . .	3
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**WINTER II**

Course	Title	Semester Hours Credit
RTE 2533C	Radiographic Procedures IV . . . . .	3
RTE 2613	Radiologic Physics . . . . .	3
RTE 2834	Radiography Clinical Education IV . . . . .	3
ENC 1101	Freshman Communications . . . . .	3
SYG 2000	Introduction to Sociology . . . . .	3
		15

**SUMMER A/B**

Course	Title	Semester Hours Credit
RTE 2844	Radiography Clinical Education V . . . . .	3
RTE 2308	Radiation Safety . . . . .	2
	Physical Education . . . . .	2
		7

**FALL II**

Course	Title	Semester Hours Credit
RTE 2563C	Advanced Medical Imaging . . . . .	2
RTE 2473C	Radiologic Quality Assurance . . . . .	2
RTE 2854	Radiography Clinical Education VI . . . . .	3
	Humanities . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
CGS 1060	PC Starter . . . . .	1
		14
		76

**COURSE OPTIONS/SUBSTITUTIONS****\*PHYSICS**

PHY 1007	Physics for Allied Health or
PHY 2053	Physics/Lab 5

**\*SOCIOLOGY**

SYG 2000	Sociology or
SYG 1440	Introduction to Social Science

**\*ALGEBRA**

MAT 1033	Intermediate Algebra or
MAC 1102	Algebra for College Students

**\*COMPUTERS**

CGS 1060	* PC Starter or
CGS 1361	Introduction to Computers 3

**Please note:** Course options are offered to students for the purpose of credit transferability. Students must confirm transferability with the upper-division school prior to enrollment in courses.

The following courses are electives for graduate radiography specialization: RTE 2571 Computed Tomography, RTE 2572 Computed Tomography Clinical Education, RTE 2575 Magnetic Resonance Imaging, RTE 2576L Magnetic Resonance Imaging Clinical Education and RTE 2764 Cross-Sectional Anatomy.

**Respiratory Care Technology (A.S. 27-148)**

Award of the A. S. degree in Respiratory Care enables the student to receive a Certificate of Completion to sit for the NBRC Registry Examination. An individual must first be a CRTT before taking the Registry Examination.

Successful passing of the NBRC exam earns the candidate the credential of Registered Respiratory Therapist (RRT).

Advanced placement for previous experience and academic preparation is considered through arrangement with the program manager.

**Respiratory Care Admissions - Limited Access Program**

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Respiratory Care program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline**

The applicant must complete the Respiratory Care application package by July 1 of each year in order to be eligible for consideration for selection into the program.

**2. Academic High School Diploma or GED**

Proof of an academic high school diploma or an English language GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Eissey Campus.

**4. Cumulative Grade Point Average**

Cumulative grade point average must be at least 2.0 in all previous college work attempted. Must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

**5. Placement Test Scores**

Placement test scores must meet minimum requirements for entrance into college level English and math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits for math and for English courses may be used in lieu of placement scores for the eligibility for consideration for selection into the program. Placement scores are required prior to graduation.

**6. Medical Exam**

A Palm Beach Community College Allied Health medical examination form dated within one year prior to the start of the program must be submitted prior to registration into the Respiratory Care Program.

**7. Program Interview/Counseling**

Counseling/interview with the Program Manager at the Eissey Campus.

Fulfillment of clinical site visitation must be arranged by Respiratory Care program staff.

**8. Special Notes:**

Preference is given to students that have three credits of college level Science with a C or better. Anatomy and Physiology are strongly recommended. It is strongly recommended that students complete the general education classes and science requirements prior to entering the program due to the heavy time demand of clinicals.

Course	Title	Semester Hours Credit
	Respiratory Care Technician Certificate . . .	42
	Physical Education . . . . .	2
	Social Science . . . . .	3
SPC 1600	Fundamentals of Speech . . . . .	3
	Humanities . . . . .	3
CHM 1015	Principles of Chemistry . . . . .	3
RET 2280C	Fundamentals of Respiratory Care III . . . . .	7

RET 2877L	Clinical Internship IV . . . . .	2
MCB 1000	Microbiology . . . . .	3
MCB 1000L	Microbiology Lab . . . . .	1
PHY 1001	Applied Physics . . . . .	3
RET 2534C	Fundamentals of Respiratory Care IV . . . . .	7
RET 2878L	Clinical Internship V . . . . .	2

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**NOTE:** All RET and corequisite science courses must be completed with a C or better and taken in sequence. Licensure in the State of Florida must meet Department of Professional Regulation standards.

### Sonography (A.S. 27-310)

Palm Beach Community College offers an associate in science degree in Diagnostic Medical Sonography. It is a career oriented college-level technology consisting of classroom, lab and clinical experience. A certificate program is also available. This program is accredited by the Committee on Allied Health Education Accreditation.

The degree program has a 24 month competency-based curriculum which includes practical experience in local hospitals and is designed to develop technical proficiency through extensive clinical exposure. The program is designed to begin in the fall term each year and requires a full-time commitment between 8 a.m. and 4:00 p.m. daily. This program has two academic tracks.

#### Certificate Track

The certificate program is offered to registered radiographers and nurses. It is a 12-month program consisting of sonography courses only.

#### Associate Degree Track

The associate degree track is offered to students without previous credentials in health care. Students must complete the general education course work by the end of summer "A" term in the year for which they have applied.

#### Requirements for Consideration for Selection

The following criteria establishes eligibility for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Sonography program.

Final selection will be based on the applicant pool. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

##### 1. Special Application and Deadline

The applicant must complete the PBCC application and Sonography program application packages by June 1 of each year in order to be eligible for consideration for selection into the program.

##### 2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

##### 3. Transcripts

Official transcripts of high school or GED documentation and all previous college work must be submitted to the Registrar's office at the Eissei Campus.

If you attended a "hospital-based" Nursing or Radiography program, a copy of the transcripts must be submitted.

If you are applying to the certificate program, proof of your registry in Nursing or Radiography is required with your application.

#### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.5 in all previous college work attempted.

#### 5. Placement Test Scores

Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum of three college credits each for Math and for English courses may be used in lieu of placement scores for consideration for selection into the program.

#### 6. Program Advisement

Mandatory advisement is done during an "Open House Session." This session is intended to give the student guidance through the application process and determine the general course of study. Call 625-2512 for information.

#### 7. Prerequisite

1. The Certificate program requires a registry in Nursing or Radiography.
2. The associate program requires all general education classes be completed by the end of summer "A," prior to selection date into the program.

Any student may select these classes.

Course	Title	Semester	Hours	Credit
MAT 1033*	Intermediate Algebra . . . . .		3	
BSC 1085	Anatomy and Physiology I . . . . .		3	
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .		1	
ENC 1101	Freshman Communications I . . . . .		3	
MRE 2001	Medical Terminology . . . . .		3	
BSC 1086	Anatomy and Physiology II . . . . .		3	
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .		1	
PHY 1007	* Physics for Allied Health Profession . . . . .		3	
	Humanities Elective . . . . .		3	
SPC 1600	Fundamentals of Speech . . . . .		3	
HSC 1002L	Introduction to Allied Health . . . . .		1	
	Physical Education . . . . .		2	
CGS 1060	* PC Starter . . . . .		1	
SYG 2000	* Introduction to Sociology . . . . .		3	
SON 2111	Abdominal Sonography I . . . . .		3	
SON 2121	Ob/Gyn Sonography I . . . . .		3	
SON 2211	Acoustical Physics and Instrumentation I . . . . .		2	
SON 2000	Practical Aspects of Sonography . . . . .		2	
SON 2804	Clinical Sonography I . . . . .		3	
SON 2112	Abdominal Sonography II . . . . .		3	
SON 2122	Ob/Gyn Sonography II . . . . .		3	
SON 2006	Professional Aspects of Sonography . . . . .		2	
SON 2416	Sonographic Film Critique . . . . .		2	
SON 2814	Clinical Sonography II . . . . .		3	
SON 2212	Acoustical Physics and Instrumentation II . . . . .		2	
SON 2161	Neurosonography and Superficial Structures . . . . .		2	
SON 2930	Interdisciplinary and Research Seminar . . . . .		1	
SON 2824	Clinical Sonography III . . . . .		4	
SON 2621	Acoustical Physics Seminar . . . . .		1	

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Elective options are offered to students for the purpose of credit transferability. Students must confirm transferability with the upper-division school prior to enrollment in courses. These classes listed below are choices for the student who wishes to eventually complete a bachelor's degree.

#### \*COURSE SUBSTITUTIONS/OPTIONS:

PHY 1007 Physics for Allied Health or PHY 2053 Physics/Lab 5



CGS 1060 PC Starter or CGS 1361 Introduction to Computers

MAT 1033 Intermediate Algebra or MAC 1102 Algebra for

College Students

SYG 2000 Sociology or SYG 1440 Introduction to Social Science





# Certificate Programs

## Child Development Associate Credential (CDA) (CT 28-348)

A Child Development Associate will be able to meet the specific needs of children and will, with parents and other adults, work to nurture children's physical, social, emotional and intellectual growth within a child development framework. The CDA conducts him/herself in an ethical and professional manner.

The CDA is a competency-based national credential awarded to individuals who work with children ages five and under. To earn a CDA, you can be working in a center-based, family day care or home visitor setting and with two age groups: infant/toddler (birth to 36 mo.) or preschool (3-5 yrs.).

Palm Beach Community College has been approved to provide a Florida CDA Equivalency Certificate to its students, as well as to prepare them for the National Assessment and Credentialing Process administered by the Council for Early Childhood Professional Recognition.

To prepare for the Child Development Associate Credential, a student must:

- \* (enroll in and) complete 120 hours of formal instruction - presented in three consecutive modules through the Department of Continuing Studies.
- \* prepare a Professional Resource File.
- \* participate in an observation by an Early Childhood Professional.
- \* be able to document 480 hours of work experience in an early childhood setting within the past five years.
- \* possess a high school diploma or GED.

Upon completion of all three modules and all PBCC requirements, the candidate will receive a Florida CDA Equivalency Certificate and will be prepared to apply for National Assessment.

### CDA Courses:

Course	Title	Sem. Hrs.	Cr./Voc.	Crs.
ENO 0050	CDA Module I . . . . .			0/1
ENO 0051	CDA Module II . . . . .			0/1
ENO 0052	CDA Module III . . . . .			0/1
				0/3

Students completing the CDA at Palm Beach Community College will be eligible for college credit through the Experiential Learning process outlined in this *Bulletin*. See an adviser for specifics.

## Criminal Justice Academies

The Criminal Justice Corrections and Law Enforcement offering is a limited-access program. Candidates to the program are required to attend an information session to secure program application and processing data. Applicants meeting minimal qualifications complete a college application. Upon successful review, the following process will take place: Test of Adult Basic Education (TABE), Fitness Assessment, Medical Examination, and Validation of insurance (personal and vehicle). Successful candidates are called to an orientation session where drug/alcohol screening and criminal/juvenile history are required. Those who complete this phase are notified of their selection to the program. Information concerning information session dates can be obtained by calling (407) 439-8145.

## Corrections/Law Enforcement Admissions-Limited Access Program

Criminal Justice Institute (CJI) is a limited-access program governed by Palm Beach Community College (PBCC) and its Board of Trustees. Region XII Training Council and service certification function, the Region and CJST establish policy.

### Meeting with Rules and Regulations

Students registering in either the Police, Corrections or Crossover Academy are advised that they must meet and abide by the rules and regulations of Criminal Justice Institute, Palm Beach Community College. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training, Florida Department of Law Enforcement. These rules are provided in the Recruit Handbook.

### Modular Examination Failure

Failure of any modular examination in academy training will entitle the student recruit to one retest - not the same test - which must be taken before the academy ends. Failure of the retest will result in the student repeating the module.

### Statewide Examination and Failure

At the completion of academy training, applicant must file with CJST to take the Statewide Certification Examination. There is a \$50 fee for filing. The test will be developed and administered by CJST. Retesting must be completed within three months and a total of three retests will be permitted. Failure of the third retest will necessitate repeating the complete academy training program.

### Academic Dishonesty

The definition of Academic Dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of academic dishonesty in any academy or state-wide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College Administration.

### Basic Correctional Officer Academy (CT 19-600)

This curriculum provides for eligibility for certification as a corrections officer in the State of Florida, when all academy courses have been successfully completed. Certification requires passing of State of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

### Academy Program for Corrections

Course	Title	Sem. Hrs.	Cr./Voc.	Crs.
CJD 1700	Criminal Justice Legal I . . . . .			3/0
CJT 1771	Corrections Legal II . . . . .			1/0
CJD 1702C	Criminal Justice Communications-Corrections			3/0
CJD 1703C	Interpersonal Skills I-Corrections . . . . .			3/0
CJD 0773	Human Diversity . . . . .			0/1
CJD 1740	Interpersonal Skills II-Corrections . . . . .			3/0
CJD 0704	Criminal Justice Defensive Tactics . . . . .			0/2
CJD 0705	Criminal Justice Weapons . . . . .			0/2
CJD 1254	Medical First Responder . . . . .			1/0
CJD 0741	Emergency Preparedness . . . . .			0/1
CJD 1742	Corrections Operations . . . . .			3/0



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HLP 1081	Physical Fitness I . . . . .	1/0
		19/6

### Basic Law Enforcement Officer Academy (CT 19-601)

This curriculum provides for eligibility for certification as a law enforcement officer in the State of Florida, when all academy courses have been successfully completed. Certification requires passing of State of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statutes 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

### Law Enforcement Academy Program

Course	Title	Sem. Hrs. Cr./Voc. Crs.
CJD 1700	Criminal Justice Legal I . . . . .	3/0
CJD 1701	Criminal Justice Legal II . . . . .	3/0
CJD 1720	Law Enforcement Legal III . . . . .	2/0
CJD 1762	Criminal Justice Communications-Law Enforcement . . . . .	3/0
CJD 1713C	Interpersonal Skills I-Law Enforcement . . . . .	3/0
CJD 0704	Criminal Justice Defensive Tactics . . . . .	0/2
CJD 0705	Criminal Justice Weapons . . . . .	0/2
CJD 1254	Medical First Responder . . . . .	1/0
CJD 0732	Law Enforcement Traffic . . . . .	0/1.5
CJD 1721C	Law Enforcement Patrol . . . . .	2/0
CJD 1724C	Law Enforcement Investigations . . . . .	3/0
CJD 0723	Criminal Justice Vehicle Operations . . . . .	0/1.5
HLP 1081	Physical Fitness I . . . . .	1/0
		21/7.5

### Clerk Typist (Computerized Business Skills) (CT 03-130)

This program provides basic clerical skills training for entry-level positions as word processing, receptionist or general office clerk. Students will be provided a certificate of completion when they successfully complete 256 hours of course work.

#### Curriculum

Course	Title	Sem. Hrs. Cr./Voc. Crs.
OFT 0313	WordPerfect 5.1 . . . . .	0/2.5
OFT 0112	Basic Office Skills . . . . .	0/1.5
OFT 0612	Data Entry for Spreadsheets . . . . .	0/1.5
OFT 0615	Office Publishing Systems . . . . .	0/1
OFT 0112	Basic Employability Skills . . . . .	0/5
OFT 0529	Keyboarding on the Microcomputer . . . . .	0/1
		0/8.7

### Custom Garment Making/Dressmaking (CT 25-070)

The program is competency based. Each student will be evaluated on his/her individual course work to determine satisfactory completion of the certificate. A total of 16 vocational credits of instruction must be completed.

CTE are credit courses and may be taken by audit with an evaluation by instructor upon conclusion. Additional credit courses may be taken upon approval of program coordinator.

#### Credit Courses Required

Course	Title	Sem. Hrs. Cr./Voc. Crs.
CTE 1310C	Elements of Clothing Construction . . . . .	2/0
CTE 1401	Textiles . . . . .	2/0
CTE 1743	Pattern Making I . . . . .	2/0
CTE 2363C	Commercial Garment Production . . . . .	2/0

CTE 2200	Visual Design In Fashion . . . . .	2/0
		10/0

### Electives tailored to individual needs

Course	Title	Sem. Hrs. Cr./Voc. Crs.
CTE 2751C	Draping . . . . .	3/0
CTE 1744	Pattern Making II (Includes Pant Pattern) . . . . .	3/0
CTE 2340C	Advanced Clothing Construction (Includes Tailoring) . . . . .	3/0
CTE 1731	Trade Sketching . . . . .	3/0
		12/0

CTE 1934 Special Topics Classes (when offered)

Additional credit courses may be taken upon approval of program coordinator.

### Vocational Credit Electives

Course	Title	Sem. Hrs. Cr./Voc. Crs.
HEV 0016	Basic Serger Sewing . . . . .	0/5
HEV 0026	Tailoring and Men's Wear Alterations . . . . .	0/5
HEV 0034	Women's Alterations (Alterations of ready-to-wear) . . . . .	0/5

### Additional Electives (Offered on Demand)

HEV 0030	Advanced Sewing with Knits . . . . .	0/5
HEV 0050	Sewing for Babies & Children . . . . .	0/5
HEV 0033	Machine Applique II . . . . .	0/5
HEV 0022	Machine Arts . . . . .	0/5
HEV 0054	Creative Serger II . . . . .	0/5
HEV 0052	Commercial Pattern Alteration . . . . .	0/5
HEV 0025	Pant Fitting from a Commercial Pattern . . . . .	0/5
HEV 0035	Heirloom Sewing . . . . .	0/5
HEV 0031	Lingerie Sewing . . . . .	0/5
HEV 0032	Machine Applique . . . . .	0/5
HEV 0028	Swimwear . . . . .	0/5
HEV 0035	Modern Garments from Heirlooms . . . . .	0/5
HEV 0040	Sewing Machine Feet & Their Use . . . . .	0/5
HEV 0053	Heirloom Sewing I . . . . .	0/5
HEV 0055	Couture Sequin & Beading Construction . . . . .	0/5

To receive the certificate, the student's credentials and portfolio of garments will be evaluated by the course instructor and the fashion program coordinator.

Courses taken at qualified places of business other than PBCC will be evaluated by the fashion program coordinator for inclusion in the certificate. These courses will be evaluated through the Experiential Learning process described in the *Bulletin*.

### Dental Assisting (CT 07-153)

The Dental Assisting program is a combined vocational credit/college credit program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions certificate.

The Dental Assisting courses must be taken in sequence and a grade of "C" or better must be earned in BOTH the clinical and academic areas of the program. One class is accepted annually beginning in the fall term.

### Requirements for Consideration for Selection Program

The following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Dental Assisting pro-

gram. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

#### 1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting application package (including transcripts) to the Limited Access Program office on Central Campus by July 1 of each year in order to be eligible for consideration for selection into the program. The application fee is non-refundable. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit an application fee.

#### 2. Academic High School Diploma or GED

Proof of an academic high school diploma or an English language GED certificate must be submitted.

#### 3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

#### 4. Cumulative Grade Point Average

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

#### 5. Placement Test Scores

All applicants must take the Test of Adult Basic Education (TABE), Level A prior to the application deadline date. Results of the TABE will be used to rank applicants for selection into the program, but under no circumstances will scores showing less than 10th grade competency level in all parts of the examination be accepted. Those who do not achieve 10th grade competency levels on the TABE are encouraged to complete remedial work and to retest. Anyone successfully retesting may be reconsidered for selection after the application deadline on a space available basis. Report to the testing center on Central Campus to arrange to take the exam.

#### 6. Medical Exam

Not required for application to this program (see 8.A. and 8.B. below).

#### 7. Program Interview/Counseling

The applicant must complete an interview with a staff member of the Dental Assisting program. Appointments may be made at 439-8095.

#### 8. Special Notes

- Once officially accepted into the Dental Assisting program, a dental examination and a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- All accepted applicants for the Dental Assisting program are strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.
- Certification in Cardiopulmonary Resuscitation (Level C) must be current by the beginning of the program. Check with the program if information is needed regarding where and how to obtain certification.
- Student Accident/Health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a current health and accident policy during each enrollment period.

### Dental Assisting Course Requirements:

#### Fall Term

##### First Eight Weeks:

Course	Title	Semester Hrs.	Cr./Voc.	Cr.
DEH 1001	Introduction to Clinical Procedures . . . . .	3	*	0
DEH 1001L	Introduction to Clinical Procedures Lab . . . . .	1	*	0
DES 1200C	Dental Radiology Lecture & Lab . . . . .	3	*	0
DEH 1820	Office Emergencies Lecture . . . . .	1	*	0
DES 1020	Dental Anatomy . . . . .	3	*	0

##### Second Eight Weeks:

DES 1100C	Dental Materials . . . . .	3	*	0
DEA 0800C	Clinical Practice I Lecture & Lab . . . . .	0	3	
DEA 0940	Dental Practicum I . . . . .	0	1	
DEA 0320	Related Dental Theory . . . . .	4		15

#### Winter Term

DEH 2830	Office Management . . . . .	2	*	0
DEH 2722	Preventive Dentistry . . . . .	2	*	0
DEA 0820C	Expanded Functions I* Lecture & Lab . . . . .	0	3	
DEA 0801C	Clinical Practice II Lecture & Lab . . . . .	0	7	
DEA 0300	Dental Psychology & Communication . . . . .	4		11

#### Summer A Term

DEA 0821C	Expanded Functions II Lecture & Lab . . . . .	0	2	
DEA 0850C	Clinical Practice III Lecture & Lab . . . . .	0	2	

\*Articulates with PBCC Dental Hygiene program

### Medical Secretary Certificate (Medical Front Office) (CT 03-084)

#### PSAV PROGRAM

This 230-hour certificate program is designed to prepare students for entry-level positions in physicians and other medical office environments. Topics of study include; general office skills and specific skills in insurance billing, medical terminology, medical codes, medical and legal issues, accounts payable and receivable, payroll and case studies of medical office procedures.

#### Admission Prerequisites:

- \* 9th grade basic skills demonstrated
- \* Regular high school diploma or GED required
- \* 20 wpm typing skills

#### Courses required for completion of Certificate

Course	Title	Semester Hrs.	Cr./Voc.	Cr.
OCA 0301	Word Processing (WordPerfect 5.1) . . . . .	0	1	
OFT 0518	Anatomy and Physiology . . . . .	0	1	
OFT 0520	Basic Medical Terminology . . . . .	0	1	
OTA 0602	ICD9-CM Coding . . . . .	0	1	
OTA 0603	CPT Coding . . . . .	0	1	
OTA 0606	Medical Office Bookkeeping and Equipment . . . . .	0	1	
OTA 0607	Medical Office Procedures . . . . .	0	1	
OTA 0608	Medical Office Case Studies . . . . .	0	5	
OTA 0619	Third Party Insurance Billing . . . . .	0	1	
				8.5

\*Prerequisites (see course description for prerequisites)



**Paramedic (CT 27-450)**

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for licensure by the State of Florida to practice as a paramedic. This core curriculum is composed of the Department of Transportation National curriculum for EMT-Paramedic. It includes lecture skills lab and clinical/fire rescue rotations. This program starts in June and ends in May. Application packets are available from the Registrar's office beginning January of each year.

See also information on the Emergency Medical Technology A.S. degree.

**Paramedic Admissions - Limited Access Program**

The following criteria are established to be eligible for placement in the selection pool. Meeting criteria for selection does not guarantee admission to the Paramedic program. Final selection will be based on the applicant pool and space available.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

**1. Special Application and Deadline(s)**

The applicant must submit a completed Paramedic program application package to the Limited-Access program office on Central Campus by April 15 (first selection) /May 17 (second selection) of each year in order to be eligible for consideration for selection into the program, which begins in the summer B term of each year.

**2. Academic High School Diploma or GED**

Proof of an academic high school diploma or an English language GED certificate must be submitted.

**3. Transcripts**

Official transcripts of high school and all previous college work must be submitted to the Registrar's office at the Central Campus.

**4. Cumulative Grade Point Average**

Not applicable.

**5. Placement Test Scores**

Placement test scores must be taken and scores meet minimum requirements for entrance into college-level English and math courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of three college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program.

**6. Medical Exam**

Not required for application to this program (see 8.A., 8.B. and 8.C. below).

**7. Program Interview/Counseling**

Not applicable.

**8. Special Notes**

- Once officially accepted into the Paramedic program, a medical examination on a PBCC Allied Health medical examination form dated within one year prior to the start of the program must be submitted by the applicant.
- Evidence will have to be provided indicating that the student's physical condition will allow him/her to satisfactorily perform paramedic competencies, including the ability to lift 100 pounds.
- All accepted applicants into the Paramedic program are

strongly encouraged to be currently immunized against communicable diseases, including hepatitis B. Documentation of completion of or refusal to obtain hepatitis B immunization must be provided upon entrance into the program.

- Emergency Medical Technician (EMT) licensure or passing EMT test results must be submitted to be eligible for selection.
- Student accident/health insurance must be currently active during each enrollment period while a student is attending PBCC. Students must provide documentation of a valid and current health and accident policy during each enrollment period.

Course	Title	Semester Hours Credit
EMS 1119C*	Emergency Medical Tech/EMT . . . . .	6
EMS 1271	Paramedic I . . . . .	2
EMS 1271L	Paramedic Skill I Laboratory . . . . .	3
EMS 1272	Paramedic II . . . . .	6
EMS 1272L	Paramedic Skill II Laboratory . . . . .	2
EMS 1294L	Clinical/Field Rotation I . . . . .	7
EMS 1273	Paramedic III . . . . .	6
EMS 1273L	Paramedic Skills III Laboratory . . . . .	2
EMS 1295L	Clinical/Field Rotation II . . . . .	7
		<hr/> 41

\* These credits will be awarded to individuals who possess a current Florida State Certified EMT Certificate.

NOTE: At present, because of equipment, clinical and staffing restrictions, all Paramedic classes shall be conducted on the Central Campus.

**Plumbing Apprenticeship (CT 08-174)**

The Plumbing Apprenticeship program is a four-year, 8,000-hour certificate program offered in partnership with the Plumbing Apprenticeship Association, Inc. (PAA). Students must be accepted by the PAA and employed by a participating plumbing contractor. This open-shop apprenticeship program meets all of the requirements of both the Department of Labor and the Department of Education. For enrollment information and course schedules, contact PAA at 407/697-2215.

**First year of apprenticeship**

Course	Title	Semester Hrs. Cr./Voc. Cr.
BCV 0520C	Plumber's Apprentice I . . . . .	0/2
BCV 0521C	Plumber's Apprentice II . . . . .	0/2
BCV 0940	Plumber's Co-op I . . . . .	0/3
BCV 0941	Plumber's Co-op II . . . . .	0/3

**Second year of apprenticeship**

BCV 0522C	Plumber's Apprentice III . . . . .	0/2
BCV 0523C	Plumber's Apprentice IV . . . . .	0/2
BCV 0942	Plumber's Co-op III . . . . .	0/3
BCV 0943	Plumber's Co-op IV . . . . .	0/3

**Third year of apprenticeship**

BCV 0524C	Plumber's Apprentice V . . . . .	0/2
BCV 0525C	Plumber's Apprentice VI . . . . .	0/2
BCV 0944	Plumber's Co-op V . . . . .	0/3
BCV 0945	Plumber's Co-op VI . . . . .	0/3

**Fourth year of apprenticeship**

BCV 0526C	Plumber's Apprentice VII . . . . .	0/2
BCV 0527C	Plumber's Apprentice VIII . . . . .	0/2
BCV 0946	Plumber's Co-op VII . . . . .	0/3
BCV 0947	Plumber's Co-op VIII . . . . .	0/3

0/40



**Respiratory Therapy Technology (CT 27-156)**

Students receiving a Certificate of Completion from the technician program are eligible to sit for the national entry-level technician examination.

Successful passing of this exam earns the candidate the credential of Certified Respiratory Therapy Technician (CRTT).

Courses	Title	Semester Hours Credit
BSC 1085	Anatomy and Physiology I . . . . .	3
BSC 1085L	Anatomy and Physiology I Laboratory . . . . .	1
BSC 1086	Anatomy and Physiology II . . . . .	3
BSC 1086L	Anatomy and Physiology II Laboratory . . . . .	1
ENC 1101	Freshman Communications I . . . . .	3
	College Level Mathematics . . . . .	3
RET 1272	Fundamentals of Respiratory Care I . . . . .	9
RET 1272L	Fundamentals of Respiratory Care I Laboratory . . . . .	3
RET 1874L	Clinical Internship I . . . . .	1
RET 1273	Fundamentals of Respiratory Care II . . . . .	6
RET 1273L	Fundamentals of Respiratory Care II Laboratory . . . . .	2
RET 1875L	Clinical Internship II . . . . .	3
RET 1876C	Clinical Internship III . . . . .	4
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**NOTE:** All RET courses must be completed with a C or better and taken in sequence. Licensure in the State of Florida must meet Department of Professional Regulation standards.

**Water Treatment and Waste Water Treatment**

The following certificate programs prepare individuals for the written exam required to achieve state certification as a licensed water plant operator or waste water plant operator. Specific work experience is also required to qualify for licensure and students are responsible for ensuring that they have obtained the appropriate work experience prior to requesting licensure. The three levels of licensure are A Level,

B Level and C Level, for both water treatment plant operator and waste water treatment plant operator. C Level is the basic entry level, and A Level represents the highest level of operator license issued.

The program major number, such as CT 02-089, equals the certificate number.

**Water Technology C (CT 02-089)**

EVS 0133 Water Treatment-C Level . . . . . 5 voc. crs.

**Water Technology B (CT 02-090)**

EVS 0143 Water Treatment-B Level . . . . . 4 voc. crs.

**Water Technology A (CT 02-094)**

EVS 0153 Water Treatment-A Level . . . . . 4 voc. crs.

**Waste Water Technology C (CT 02-092)**

EVS 0333 Waste Water Treatment-C Level . . . 5 voc. crs.

**Waste Water Technology B (CT 02-091)**

EVS 0333 Waste Water Treatment-B Level . . . 4 voc. crs.

**Waste Water Technology A (CT 02-093)**

EVS 0353 Waste Water Treatment-A Level . . . 4 voc. crs.





## Chapter 9

### FLORIDA'S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit and content of its own courses and assigns the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS) *Table 9-1*. The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

#### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions.<sup>1</sup>

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG 010" to identify its social problems course. The level code is the first digit and

represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-Level General Sociology," the decade digit "1" represents "Survey Course" and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be

transferable to another institution, even if the course prefix and numbers are the same. The information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

#### The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

#### Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(17), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

#### Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

1. Courses in the 900-999 series (e.g., ART 2905)
2. Internships, practica, clinical experiences and study-abroad courses
3. Performance or studio courses in Art, Dance, Theater and Music
4. Skills courses in Criminal Justice
5. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be

Prefix	Level Code (first digit)	Century Code (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, general	Freshman level at this institution	Entry-level general sociology	Survey course	Social problems	No lab component in this course

Table 9-1, Example of course identifier

<sup>1</sup> Refer to "Exceptions to the General Rule for Equivalency" in this chapter.

directed to [Name of Institutional Statewide Course Numbering System Contact] in the [Office where Institutional Contact may be located] or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (904) 488-6402 or Suncom 278-6402.

### COURSE PREFIXES

Accounting . . . . . ACO, ACG, TAX  
Acting . . . . . TPP  
Aeronautics . . . . . AVM, ASC, ATF, ATT  
Anatomy and Physiology . . . . . BSC  
Anthropology . . . . . ANT  
Architectural Drawing . . . . . BCN, TAR  
Art . . . . . ARH, ART, GRA  
Asian Studies . . . . . ASN  
Astronomy . . . . . AST  
Automotive . . . . . AER  
Ballet . . . . . DAA  
Banking . . . . . BAN, BRC  
Biological Sciences . . . BOT, BSC, MCB,  
OCB, PCB, ZOO  
Bookkeeping . . . . . APA  
Building Construction . . . . . BCN  
Business Law . . . . . BUL  
Canadian Studies . . . . . ISS  
Career Development . . . . . SLS  
Chemistry . . . . . CHM  
Child Care . . . . . CHD, DEP, EEC, ENO  
Child Development . . . . . DEP  
College Preparatory Courses . . . ENC, ESL,  
MAT, REA  
Commercial Art . . . . . ART, GRA  
Comparative Governments . . . . . CPO  
Computer Drafting . . . . . CGS  
Computer Technology . . . CGS, CIS, COP  
Consumer Education . . . . . COA  
Criminal Justice . . . . . CCJ, CJT  
Dance . . . . . DAA  
Data Processing . . . . . (See Computer  
Technology)  
Dental Assisting . . . . . DEA  
Dental Hygiene . . . . . DEH, DES  
Dietetic Technician . . . . . DIE, FSS, HUN  
Drafting and Design . . . . . CAP, EET, EGS  
ETD, ETG, ETI

Drafting, Machine/Mechanical . . . . . ETD  
Drafting, Fabrication . . . . . ETD  
Early Childhood, Education . . . CHD, EEC,  
ENO  
Ecology . . . . . APB  
Economics . . . . . ECO, ECS  
Education . . . . . EDF, EDP  
Electronics/Electricity . . . . . CET, EET  
Emergency Medical Technology . . . EMS  
Engineering-General . . . . . EGS  
English Language and Literature . . . AML,  
CRW, ENC, ENL, LIT  
Fashion . . . . . CTE  
Fire Science . . . . . FFP  
French Language . . . . . FRE  
General Business . . . . . GEB  
Genetics . . . . . PCB  
Geography . . . . . GEO  
Geology . . . . . GLY  
German Language . . . . . GER  
Graphic Arts . . . . . GRA  
Health, Education and Safety . . . HSA, HSC  
History . . . . . AMH, HIS, LAH, WOH  
Home Economics . . . . . CTE, FSS  
Hospitality Management . . . . . FOS, FSS,  
HFT  
Human Services . . . . . HUS  
Humanities . . . . . HUM  
Insurance . . . . . RMI  
Interdisciplinary . . . . . IDS  
Interior Design . . . . . HHD, IND  
Italian Language . . . . . ITA  
Journalism . . . . . JOU, MMC  
Legal Assistant . . . . . PLA  
Literature . . . . . AML, ENL, LIT  
Local Government . . . . . PAD  
Management . . . . . MAN, MAR, MNA  
Marketing . . . . . MAR, MKA  
Manufacturing, Robotic/Automated . . . ETI  
Materials Engineering . . . . . ETM  
Mathematics . . . . . MAC, MAP,  
MAT, MGF, MTB  
Medical Terminology . . . . . MRE  
Mental Health . . . . . HUS  
Mexico Travel Study . . . . . FOL  
Montessori Philosophy . . . . . EEC  
Music General . . . . . MUC, MUE, MUH, MUL,  
MUM, MUN, MUS, MUT

Music Applied . . . . . MVK, MVP, MVS,  
MUV, MVW  
Nursing . . . . . NSP, NUR  
Nutrition . . . . . DIE, FSS, HUN  
Occupational Therapy . . . . . OTH  
Office Systems Technology . . . . . OST  
Ornamental Horticulture . . . . . GEO, ORH,  
PLS, PMA, SOS  
Paramedic . . . . . EMS  
Philosophy . . . . . PHI  
Photography . . . . . PGY  
Pesticides . . . . . IPM, ENY  
Physical Education . . . . . PEL, PEM, PEN,  
PEO, PEP, PEQ, PET  
Physics, Physical Science . . . . . AST, GLY,  
PHY, PSC  
Political Science . . . . . POS  
Postal Service Technology . . . . . MNA  
Psychology . . . . . CLP, DEP, PSY, SOP  
Plumbing . . . . . BCV  
Public Administration . . . . . PAD  
Radiological Technology . . . . . RTE  
Reading . . . . . REA  
Real Estate . . . . . REE  
Recreation . . . . . LEI  
Religion . . . . . REL  
Respiratory Care . . . . . RET  
Secretarial . . . . . OST  
Social Sciences . . . . . SYG, SSI  
Sociology . . . . . SYG  
Sonography . . . . . SON  
Spanish Language . . . . . SPN  
Speech Communications . . . . . SPC  
Statistics . . . . . STA  
Student Development . . . . . SLS  
Study Tours . . . . . FOL  
Surveying Lands . . . . . SUR  
Taxes . . . . . TAX  
Television . . . . . RTV  
Theater Arts . . . . . ORI, TPA, TPP, THE  
Therapeutic Activity . . . . . LEI  
Water/Waste Water Management . . . . . EVS  
Word Processing . . . . . OST



**ACG 2022 FINANCIAL ACCOUNTING**

4 crs.

Introduction to financial accounting concepts including accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (first course in an introductory series.) (4 hr. Lecture)

**ACG 2071 MANAGERIAL ACCOUNTING**

3 crs.

(Prerequisite: ACG 2022) Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis, budgeting, responsibility accounting, differential analysis and capital investment analysis. (second course in an introductory series.) (3 hr. Lecture)

**ACG 2100 INTERMEDIATE ACCOUNTING**

3 crs.

(Prerequisite: ACG 2071) Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long-term investments. This course may not be transferable. (3 hr. Lecture)

**ACG 2360 COST ACCOUNTING**

3 crs.

(Prerequisite: ACG 2071) Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable. (3 hr. Lecture)

**ACO 2661 ACCOUNTING INFORMATION SYSTEMS**

3 crs.

(Prerequisite: ACG 2071) Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis. (3 hr. Lecture)

**AER 1000C AUTOMOTIVE PARTS AND CUSTOMER RELATIONS**

3 crs.

Supplements apprenticeship in auto technology providing theory for a foundation in automotive technology. (2 hr. Lecture, 2 hr. Lab)

**AER 1004C ENGINE DIAGNOSIS AND REPAIR**

3 crs.

Supplements apprenticeship in rebuilding automotive engines including disassembly and assembly techniques and restoring tolerances by machining of engine components. (2 hr. Lecture, 2 hr. Lab)

**AER 1100C ELECTRICAL SYSTEM DIAGNOSIS AND REPAIR**

3 crs.

Supplements apprenticeship in basis electrical systems for automotive equipment. Topics include lighting systems, schematic troubleshooting, power-assist systems and wiring harnesses. (2 hr. Lecture, 2 hr. Lab)

**AER 1112C ENGINE PERFORMANCE**

3 crs.

Supplements apprenticeship as a continuation of AER 1000 with emphasis on advance diagnosis, testing and repair procedure. Application of the chassis dynamometers, HC/CO testers and oscilloscopes is stressed. (2 hr. Lecture, 2 hr. Lab)

**AER 1120C SUSPENSION AND STEERING SYSTEMS**

3 crs.

Supplements apprenticeship in steering systems (both power and manual), suspension systems and wheel alignment including suspension, front end and steering repair and alignment. (2 hr. lecture, 2 hr. Lab)

**AER 1121C BRAKE SYSTEM DIAGNOSIS AND REPAIR**

3 crs.

Supplements apprenticeship in brake systems, window regulators, seat mechanisms, exhaust systems and other chassis accessories. (2 hr. Lecture, 2 hr. Lab)

**AER 1131C AUTOMATIC TRANSMISSION AND TRANSAXLES**

3 crs.

Supplements apprenticeship in automatic transmissions, clutches, standard transmissions, overdrives, propeller shafts and drive axles, includes theory of basis operation, diagnosis, maintenance and repair. (2 hr. Lecture, 2 hr. Lab)

**AER 1162C MANUAL TRANSMISSIONS AND DRIVE TRAIN**

3 crs.

Supplements apprenticeship in parts numbering, storage, cataloging, retrieval, ordering and stocking and includes marketing, financial analysis, personnel management, work scheduling and distribution and use of pricing manuals. (2 hr. Lecture, 2 hr. Lab)

**AER 1171C HEATING AND AIR-CONDITIONING SYSTEMS**

3 crs.

Supplements apprenticeship in automotive heating and air-conditioning systems with emphasis on air-conditioning cycle. (2 hr. Lecture, 2 hr. Lab)

One credit for each of the following will be granted to an apprentice who satisfactorily completes a term of training on the job:

**AER 1940C APPRENTICE EXPERIENCE I****AER 1941C APPRENTICE EXPERIENCE II****AER 1942 APPRENTICE EXPERIENCE III****AMH 2010 UNITED STATES HISTORY TO 1865<sup>2</sup>**

3 crs.

Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Written work: 2,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**AMH 2020 UNITED STATES HISTORY FROM 1865 TO THE PRESENT<sup>2</sup>**

3 crs.

Continuation of AMH 2010, emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Written work: 2,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**AMH 2428 EXPLORATIONS IN COMMUNITY HISTORY**

3 crs.

(Prerequisites: ENC 1101, ENC 1102) An introduction to the resources, techniques and methods of local and regional history. It derives its focus from student research projects into local history. Both class and field work experience are incorporated, and student research and writing will be discussed and evaluated. (3 hr. Lecture)

**AML 2010 AMERICAN LITERATURE TO 1865<sup>3</sup>**

3 crs.

(Prerequisite: ENC 1101) Development of American literature from colonial times to the end of the Civil War. Written work: 3,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**AML 2022 AMERICAN LITERATURE AFTER 1865<sup>3</sup>**

3 crs.

(Prerequisite: ENC 1101) The rise of modern American literature and current literary trends and contemporary American writers are stressed. Written work: 3,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ANT 2000 INTRODUCTION TO ANTHROPOLOGY**

3 crs.

Survey of anthropology: humankind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. (3 hr. Lecture)

**APA 1111 BOOKKEEPING**

3 crs.

Application of accounting concepts and procedures in sole proprietorship service and



merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions, and (3) preparation and background for more advanced studies. (3 hr. Lecture)

**ARH 1000 ART APPRECIATION**<sup>3</sup> 3 crs.

Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ARH 1955 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)** 3 crs.

Survey of galleries and architecture consisting of a tour with lecture series. (3 hr. Lecture)

**ARH 1956 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)** 3 crs.

A survey of galleries and architecture with a photographic record and comprehensive report is required. (3 hr. Lecture)

**ARH 2050 HISTORY OF ART (EARLY)**<sup>3</sup> 3 crs.

A study of works of art from prehistoric world through the Renaissance including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires C or better for A.A. degree credit. (3 hr. Lecture)

**ARH 2051 HISTORY OF ART (MODERN)**<sup>3</sup> 3 crs.

A study of works of art from post Renaissance through modern including painting, sculpture and architecture. Written work: 2,000 words minimum. Requires C or better for A.A. degree credit. (3 hr. Lecture)

**ARH 2950 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (1)** 3 crs.

Lectures at Cambridge University, England on one of the following: History of English Painting (fulfills the general education requirement for Art Appreciation), History of the English Home or Great Country Houses. (3 hr. Lecture)

**ARH 2951 TRAVEL/STUDY: BRITISH ART HISTORY AND ARCHITECTURE (2)** 6 crs.

Lectures at Cambridge University, England, on two of the following: History of English Painting (fulfills the general education requirement for Art Appreciation), History of the English Home or Great Country Houses. (6 hr. Lecture)

**ART 1100C INTRODUCTION TO CRAFTS** 3 crs.

Survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. (2 hr. Lecture, 2 hr. Lab)

**ART 1101C CRAFTS** 3 crs.  
(May be repeated one time)

In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. (2 hr. Lecture, 2 hr. Lab)

**ART 1110C INTRODUCTION TO CERAMICS** 3 crs.

Introduces basis methods of ceramic production in hand building, wheel throwing and glaze application. (2 hr. Lecture, 2 hr. Lab)

**ART 1111C INTERMEDIATE CERAMICS** 3 crs.  
(May be repeated one time)

(Prerequisite: ART 1110C) Continuation of ART 1110C. Kiln stacking, firing and glaze formulation. (2 hr. Lecture, 2 hr. Lab)

**ART 1201C DESIGN FUNDAMENTALS** 3 crs.  
(Basic Core Course)

A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two dimensional visual elements. (2 hr. Lecture, 2 hr. Lab)

**ART 1202C COLOR DESIGN** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) Continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. (2 hr. Lecture, 2 hr. Lab)

**ART 1203C THREE-DIMENSIONAL DESIGN** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introductory course in three-dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural medias. (2 hr. Lecture, 2 hr. Lab)

**ART 1230C ADVERTISING DESIGN I** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures. (2 hr. Lecture, 2 hr. Lab)

**ART 1280C LETTERING** 2 crs.  
(May be repeated one time)

Lettering media, techniques, supplies and equipment. (1 hr. Lecture, 3 hr. Lab)

**ART 1300C DRAWING FUNDAMENTALS** 3 crs.  
(Basic Core Course)

An introductory course in drawing using three-dimensional design principles. Empha-

sis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. (2 hr. Lecture, 2 hr. Lab)

**ART 1301C INTERMEDIATE DRAWING** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) Figure drawing with emphasis on anatomy and composition. (2 hr. Lecture, 2 hr. Lab)

**ART 1305C FREEHAND PERSPECTIVE DRAWING** 3 crs.

(Prerequisite: ART 1300C) Emphasizes development of drawing skills necessary for freehand visual communication in Architecture, Interior Design, Drafting and related areas. (2 hr. Lecture, 2 hr. Lab)

**ART 2231C ADVERTISING DESIGN II** 3 crs.

(Prerequisite: ART 1230C) Production procedures from roughs to finished art. Field trips to the advertising-art industry where the techniques and procedures of graphic reproduction will be studied. (2 hr. Lecture, 2 hr. Lab)

**ART 2232C ADVERTISING DESIGN III** 3 crs.

(Prerequisite: ART 2231C and GRA 2800) Visualization and presentation of layout and design with emphasis on designing a company's advertising program. Speed and proficiency are goals, and the production becomes the basis for a personal portfolio. (2 hr. Lecture, 2 hr. Lab)

**ART 2330C LIFE DRAWING** 3 crs.

(Prerequisite: ART 1301C) Advanced figure drawing class continuing emphasis on composition and imagery. (2 hr. Lecture, 2 hr. Lab)

**ART 2400C INTRODUCTION TO PRINTMAKING** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) An introduction to printmaking techniques. (2 hr. Lecture, 2 hr. Lab)

**ART 2401C PRINTMAKING** 3 crs.  
(May be repeated one time)

(Prerequisite: ART 2400C) Printmaking with emphasis on image-making related to printing processes. (2 hr. Lecture, 2 hr. Lab)

**ART 2510C INTRODUCTION TO PAINTING** 3 crs.

(Prerequisites: ART 1201C and ART 1300C) Fundamental techniques of painting in water color, acrylic or oil. (2 hr. Lecture, 2 hr. Lab)



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**ART 2520C PAINTING COMPOSITION** 3 crs.  
(May be repeated one time)

(Prerequisite: ART 2510C) Continuation of ART 2510C with further investigation of expression and composition through technical procedures. (2 hr. Lecture, 2 hr. Lab)

**ART 2521C FIGURE PAINTING** 3 crs.  
(May be repeated one time)

(Prerequisites: ART 1301C, ART 2510C) Use of the human figure as a subject in painting. (2 hr. Lecture, 2 hr. Lab)

**ART 2551C AIR BRUSH I** 3 crs.  
(May be repeated one time)

(Co- and/or prerequisites: ART 1202C, ART 1230C, ART 1300C) An introduction to applied techniques of the air brush including masking and overlay, color mixing, care of the air brush and assorted materials. (2 hr. Lecture, 2 hr. Lab)

**ART 2701C SCULPTURE** 3 crs.  
(May be repeated one time)

(Prerequisite: ART 1203C) Technical skills are developed in sculpture media including additive and subtractive procedures, mold-making and casting. (2 hr. Lecture, 2 hr. Lab)

**ART 2710C STONE CARVING** 2 crs.

(Prerequisites: Portfolio examination and consent of the instructor) Advanced course in sculpture with emphasis on stone carving. (1 hr. Lecture, 3 hr. Lab)

**ASC 1101 AERO-NAVIGATION** 3 crs.

(Prerequisite: ATT 1100) Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided. (3 hr. Lecture)

**ASC 1210 AERO-METEOROLOGY** 3 crs.

Weather, its hazards and available FAA services for pilots. (3 hr. Lecture)

**ASC 1310 AERO-SAFETY AND REGULATIONS** 2 crs.

In-depth study of Federal Aviation Regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures. (2 hr. Lecture)

**ASC 1640 PROPULSION SYSTEMS** 3 crs.

Theory of engines, engine construction, engine operating procedures. Performance and safe engine operation are emphasized. (3 hr. Lecture)

**ASC 2550 AERODYNAMICS** 3 crs.

(Prerequisite: ATT 1100) Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high-speed and hovering flight. (3 hr. Lecture)

**ASN 2000 ASIAN STUDIES** 3 crs.

Comprehensive study of the development of the former and current modern Soviet state through the history, culture and government of Russia and traces the movement, development and decline of Russian communism including political theories and practices, social implications and the conduct of foreign affairs, programs and techniques of current world affairs. (3 hr. Lecture)

**AST 1002 DESCRIPTIVE ASTRONOMY** 3 crs.

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Lectures, discussion and observations. (3 hr. Lecture)

**ATF 1100 FLIGHT - PRIVATE** 3 crs.

FAA Private Pilot's license requires 20 hours of dual flight instruction and 20 hours of solo flight to successfully pass the FAA-approved ground and flight school. Examinations in both flight and ground subjects are given by the FAA.

**ATF 1600 BASIC FLIGHT SIMULATOR** 1 cr.

Fifteen class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

**ATF 2200 FLIGHT - COMMERCIAL** 3 crs.

FAA Commercial Pilot's license requires 250 hours of flight time, 50 hours of dual flight instruction and 200 hours solo flight time. Some flight hours may be saved by attending a FAA-approved ground and flight school. The FAA gives examinations in both flight and ground subjects.

**ATF 2300 FLIGHT - INSTRUMENT** 3 crs.

For an instrument rating, the FAA requires 200 hours of pilot flying time, plus 20 hours of instrument instruction and 20 hours of pilot instrument time with appropriate ground school. FAA Flight and Ground examinations must be passed.

**ATF 2605 INTERMEDIATE FLIGHT SIMULATOR** 1 cr.

Fifteen class hours are required for FAA credit; continuation of skill-developed simulator flight with emphasis on introduction to navigation systems and problems.

**ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR** 1 cr.

Twenty class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-coun-

try IFR and approach IFR flight. Fifteen hours is creditable toward FAA flight instruction flight time requirements.

The courses ATF 1600, ATF 2605 and ATF 2610 require division chairperson or course instructor approval prior to registration.

**ATF 2691 INSTRUMENT REFRESHER SIMULATOR LABORATORY** 1 cr.

Modular course covering simulator instruction for experienced pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

**ATT 1100 PRIVATE PILOT GROUND SCHOOL** 3 crs.

Theory of flight, navigation, meteorology, aircraft performance and regulations required to prepare for the FAA Private Pilot written examination. (3 hr. Lecture)

**ATT 2120 INSTRUMENT GROUND SCHOOL** 3 crs.

(Prerequisite: ATT 1100) Continuation of Commercial/Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. Preparation for FAA instrument examination. (3 hr. Lecture)

**AVM 2010 AEROSPACE AND AIR TRAVEL** 3 crs.

(Prerequisite: ATT 1100) Study of passenger movement, air freight and airline operations including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors. (3 hr. Lecture)

### *Aviation Technology Flight*

Students enrolling in the Professional Pilot Technology A.S. degree program at Palm Beach Community College must follow these procedures to review credits for flight courses required to complete the A.S. degree.

1. All flight time must be logged and certified by an appropriate FAA certified flight instructor for the rating which credit is being sought.
2. Minimum flight time requirements for part 61 or part 141 FAR's must be met.
3. All written examinations required for the rating sought must be passed with at least a minimum grade as specified by the FAA.
4. Written proof of passing the required FAA check ride must be submitted to the instructor or division chairperson before



credit may be granted for the following courses:

5. Proof of passing the appropriate FAA written examination with a mark of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the instructor or department chairperson. ATT 1100 and ATT 2120.

To qualify for reduced flight-time requirements under part 141, the student must take flight training from an approved flight school and ground training from an approved ground school.

The instructor or department chairperson will provide a list of currently approved flight schools for the student to select and the college-offered courses will serve to meet the 141 ground-school requirements.

#### **BAN 1004 PRINCIPLES OF BANKING 3 crs.**

Covers the economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. (3 hr. Lecture)

#### **BAN 1114 DEPOSIT OPERATIONS 3 crs.**

Overview of U.S. payments system, banking law and regulation, and current industry practices and examines bank deposit-taking, considers how banks manage deposited funds and explores the interbank EFT systems. (3 hr. Lecture)

#### **BAN 1141 TELLER TRAINING 2 crs.**

Basic teller skills for banking divided into seven content modules, each covering a specific area. (3 hr. Lecture)

#### **BAN 1161 CORPORATE SECURITIES SERVICES 3 crs.**

Corporate securities processing and administration including an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities. (3 hr. Lecture)

#### **BAN 1207 PROBLEM LOANS 1 cr.**

Using a case study approach, previews the primary causes of problem loans, warning signals and how to minimize losses. (1 hr. Lecture)

#### **BAN 1211 STATEMENT ANALYSIS 3 crs.**

Basic concepts and skills of statement analysis. (3 hr. Lecture)

#### **BAN 1212 FUNDAMENTALS OF ANALYZING FINANCIAL STATEMENTS 2 crs.**

Basic understanding of financial statements and their use in a bank. It shows how financial statements are used in analyzing the lending situation and making the loan decision. It is not intended to replace Analyzing Financial Statements. (2 hr. Lecture)

#### **BAN 1240 CONSUMER LENDING 3 crs.**

Overview of the consumer credit operation examining the role of consumer credit in overall banking operations by offering an enhanced understanding of the consumer credit function. (3 hr. Lecture)

#### **BAN 1254 REAL ESTATE DOCUMENTATION 1 cr.**

Concentrates on lending practices for one-to-four family residences, essential underwriting processes and consumer compliance regulations including the secondary mortgage market. (1 hr. Lecture)

#### **BAN 1423 CUSTOMER SERVICE FOR BANK PERSONNEL 1 cr.**

Provides new and experienced personnel with the opportunity to further develop communications skills so they can better serve their customers' financial and personal needs, help their bank compete profitably and experience greater job satisfaction. (1 hr. Lecture)

#### **BAN 1425 SELLING BANK SERVICES 1 cr.**

Sales techniques for customer contact personnel resulting in new business for the bank and encourage present customers to broaden the range of bank services they use. Emphasis is on identifying customer needs for bank transaction or form conversation with the customer and suggesting appropriate services. (1 hr. Lecture)

#### **BAN 1500 ECONOMICS FOR BANKERS 3 crs.**

Provides bankers with an introduction to the fundamental principles of economics with emphasis on topics important to bankers. The text covers the basics of economic theory and applications to banking. (3 hr. Lecture)

#### **BAN 1501 MONEY AND BANKING 3 crs.**

Discusses financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates and liquidity. Federal Reserve

policies and operations in the money market. Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems and international finance. (3 hr. Lecture)

#### **BAN 1531 INTRODUCTION TO SUPERVISION 1 cr.**

Prepares participants for supervisory jobs. Four modules form the basis for a 12-to-15 hour program designed for maximum scheduling flexibility. Activities such as case studies, role playing and discussion allow participants to practice skills as they learn. (1 hr. Lecture)

#### **BAN 1603 WRITING FOR RESULTS 1 cr.**

Addresses the logical organization and writing of letters and reports. Orienting the letter or report to the purpose and recipient is emphasized as a means of getting results from written communications. (1 hr. Lecture)

#### **BAN 1604 SPEAKING TO COMMUNICATE 1 cr.**

Addresses identification and analysis of the message and the respondent and focuses on personal communications trouble-spots. Using cross-evaluation and peer reaction, emphasis is on both the goal of the communication and the reaction of the listener. (1 hr. Lecture)

#### **BAN 1742 BANK MANAGEMENT 3 crs.**

Discussion of bank financial statements, an overview of asset-liability management, deposit functions, lending, short-term funds management and capital management. (3 hr. Lecture)

#### **BAN 2155 INTERNATIONAL BANKING 2 crs.**

Overview of the fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, international lending and how money is changed from one currency to another. (2 hr. Lecture)

#### **BAN 2156 LETTERS OF CREDIT 2 crs.**

Use of letters of credit, basic operations of letters of credit and examination of related documents including incoterms, upgraded letters of credit forms and module of issuance. (2 hr. Lecture)

#### **BAN 2213 ANALYZING FINANCIAL STATEMENTS 3 crs.**

Explains basic elements of financial statements and the tools of analysis. Requires no accounting or credit training. Case studies, exercises and sample statements are utilized. (3 hr. Lecture)

#### **BAN 2231 COMMERCIAL LENDING 3 crs.**

Overview of the commercial lending function targeted to management trainees and



junior management and is divided into four sections: commercial lending, the lending process, portfolio management and regulation and business development. (3 hr. Lecture)

**BAN 2252 REAL ESTATE FINANCE 3 crs.**

Mortgage credit operations of commercial banks are reviewed and addresses how funds are channeled into mortgage markets, the financing of residential and income-producing property and administrative tasks common to mortgage departments. (3 hr. Lecture)

**BAN 2253 RESIDENTIAL MORTGAGE LENDING 2 crs.**

Basic information for making residential mortgage underwriting decisions by evaluating the borrower and the property. (2 hr. Lecture)

**BAN 2400 TRUST BUSINESS 3 crs.**

Covers property and property rights, wills, settlement of estates, responsibilities and executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts and agencies; history of trust services, historical background of trust institutions. (3 hr. Lecture)

**BAN 2403 TRUST INVESTMENTS 3 crs.**

Examines the securities business and broadens knowledge of the investment services offered by trust departments. (3 hr. Lecture)

**BAN 2405 TRUST OPERATIONS 3 crs.**

Discusses the concepts comprising trust functions and translates them into workable procedures and provides a reference from which those skills can be learned. Focuses on the development of knowledge and attitudes required. (3 hr. Lecture)

**BAN 2412 FINANCIAL PLANNING 3 crs.**

Overview of the financial planning process and its applications and prepares students for financial decisions at home and work. (3 hr. Lecture)

**BAN 2511 MARKETING FOR BANKERS 3 crs.**

Covers the functional structure of bank public relations and marketing, staff selection, training and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertis-

ing, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions and stockholder relations. (3 hr. Lecture)

**BAN 2750 COMPLIANCE MANAGEMENT 1 cr.**

Examines the effective compliance program using guidelines for determining how the compliance function fits with overall bank structure. Covers responsibilities of a compliance officer, explains how to implement a program and discusses ways to monitor and audit program for continued efficiency. (1 hr. Lecture)

**BAN 2782 BANK INVESTMENTS AND FUNDS MANAGEMENT 3 crs.**

Discusses economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, market for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves and their uses, safety consideration, tax and related considerations, and investment policies. (3 hr. Lecture)

**BAN 2800 LAW AND BANKING: PRINCIPLES 3 crs.**

Overview of the legal aspects of banking; a non-technical approach to all aspects of the legal system that directly affect banks Topics include: court systems and civil procedures, consumer protection, negotiable instruments, secured transactions, property, documents of title, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections and legal aspects of bank transactions. (3 hr. Lecture)

**BAN 2931 ACCELERATED PRINCIPALS OF BANKING 1 cr.**

Condensed version of a 16-week course designed to give participants a concise overview of the banking industry. (1 hr. Lecture)

**BCN 1210 BUILDING CONSTRUCTION MATERIALS 3 crs.**

(Co-requisite: BCN 2253C) Covers sources, properties and uses of construction materials. (3 hr. Lecture)

**BCN 1272 PLANS INTERPRETATION 3 crs.**

Develops ability to read and interpret working drawings and specifications used in the construction industry. (3 hr. lecture)

**BCN 1616 ADVANCED CONSTRUCTION ESTIMATING 3 crs.**

Analysis and determination of building construction costs beginning with classification of materials, labor and subcontracted work into the smallest manageable units; estimating more advanced elements of building

construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents. (3 hr. Lecture)

**BCN 1740 CONSTRUCTION LAW 3 crs.**

Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, materialmen and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors. (3 hr. Lecture)

**BCN 1750 CONSTRUCTION FINANCE 3 crs.**

Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans, and insurance. (3 hr. Lecture)

**BCN 2220 CONSTRUCTION MATERIALS AND METHODS 3 crs.**

Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida Some construction experience preferred. (3 hr. Lecture)

**BCN 2253C ARCHITECTURAL DRAFTING 3 crs..**

(Prerequisite: ETD 1110 or equivalent; co-requisite: BCN 1210) Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through projects. (1 hr. Lecture, 5 hr. Lab)

**BCN 2712 CONSTRUCTION SUPERVISION PROCEDURE 3 crs.**

Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive. (3 hr. Lecture)

**BCN 2941 BUILDING CONSTRUCTION EXPERIENCE 4 crs.**

Credit will be given those documenting four years experience toward journeyman-level tradesmanship. (4 hr. Lecture)

**BCV 0520C PLUMBER'S APPRENTICE I (FIRST YEAR-TERM A) 2 voc. crs.**

(Prerequisite: Acceptance into the Plumb-



er's Apprentice Program; co-requisite: BCV 0940) Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade. (72 hr. Lecture)

**BCV 0521C PLUMBER'S APPRENTICE II (FIRST YEAR-TERM B)** 2 voc. crs.

(Prerequisite: BCV 0520C; co-requisite: BCV 0941) Continues first year of apprentice program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health and blueprint reading and sketching. (72 hr. Lecture)

**BCV 0522C PLUMBER'S APPRENTICE III (SECOND YEAR-TERM A)** 2 voc. crs.

(Prerequisite: BCV 0521C; co-requisite: BCV 0942) Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage and drainage fixtures. Applied mathematics continues to build on concepts covered in the first-year courses. (72 hr. Lecture)

**BCV 0523C PLUMBER'S APPRENTICE IV** 2 voc. crs.

(Prerequisite: BCV 0522C; co-requisite: BCV 0943) Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc, and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed. (72 hr. Lecture)

**BCV 0524C PLUMBER'S APPRENTICE V** 2 voc. crs.

(Prerequisite: BCV 0523C; co-requisite: BCV 0944) Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing. (72 hr. Lecture)

**BCV 0525C PLUMBER'S APPRENTICE VI (THIRD YEAR-TERM B)** 2 voc. crs.

(Prerequisite: BCV 0524C; co-requisite: BCV 0945) Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshoot-

ing. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC and detail plans. (72 hr. Lecture)

**BCV 0526C PLUMBER'S APPRENTICE VII (FOURTH YEAR-TERM A)** 2 voc. crs.

(Prerequisite: BCV 0525C; co-requisite: BCV 0946) Fourth-year course in the program begins repair and servicing of residential, commercial, institutional, and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems. (72 hr. Lecture)

**BCV 0527C PLUMBER'S APPRENTICE VIII (FOURTH YEAR-TERM B)** 2 voc. crs.

(Prerequisite: BCV 0526C; co-requisite: BCV 0947) Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimated are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks. (72 hr. Lecture)

**BCV 0940 PLUMBER'S APPRENTICE CO-OP I** 3 voc. crs.

(Prerequisite: admission to the Plumber's Apprentice program; co-requisite: BCV 0520C) Coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives. (19.5 hr. Lab)

**BCV 0941 PLUMBER'S APPRENTICE CO-OP II** 3 voc. crs.

(Prerequisites: BCV 0940, BCV 0520C; co-requisite: BCV 0521C) Continues the field experience part of the Plumber's Apprentice program. A directed work-study program same as BCV 0940. (25 hr. Lab)

**BCV 0942 PLUMBER'S APPRENTICE CO-OP III** 3 voc. crs.

(Prerequisites: BCV 0941, BCV 0521C) Continues the field experience of students in the Plumber's Apprentice program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe. (19.5 hr. Lab)

**BCV 0943 PLUMBER'S APPRENTICE CO-OP IV** 3 voc. crs.

(Prerequisites: BCV 0942, BCV 0522C, BCV 0523C) Completes the second year of the Plumber's Apprentice program. It continues the directed work-study experience of the apprentice introducing drainage piping and blueprint reading and layout. (25 hr. Lab)

**BCV 0944 PLUMBER'S APPRENTICE CO-OP V** 3 voc. crs.

(Prerequisites: BCV 0943, BCV 0523C) Continues the Plumber's Apprentice program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety. (19.5 hr. Lab)

**BCV 0945 PLUMBER'S APPRENTICE CO-OP VI** 3 voc. crs.

(Prerequisites: BCV 0524C, BCV 0525C) Continues the Plumber's Apprentice program by providing directed work-study experience in hot and cold water systems in domestic installations. (25 hr. Lab)

**BCV 0946 PLUMBER'S APPRENTICE CO-OP VII** 3 voc. crs.

(Prerequisites: BCV 0525C, BCV 0945) Continues the directed work-study portion of the Plumber's Apprentice program with emphasis on gas systems applications, safety and code requirements. (19.5 hr. Lab)

**BCV 0947 PLUMBER'S APPRENTICE CO-OP VIII** 3 voc. crs.

(Prerequisites: BCV 0526C, BCV 0527C) Final directed work-study sequence in the four-year Plumber's Apprentice program. This course trains the student in single fixture and water heater systems installation. (25 hr. Lab)

**BOT 1010 GENERAL BOTANY I** 3 crs.

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010L) Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. (3 hr. Lecture)

**BOT 1010L GENERAL BOTANY I LABORATORY** 1 cr.

(Prerequisite: BSC 1010 & BSC 1010L; co-requisite: BOT 1010) Laboratory exercises correlating topics of the lecture. (2 hr. Lab)

**BOT 1011 BOTANY II** 3 crs.

(Prerequisite: BOT 1010 and BOT 1010L) Study of vascular plants with emphasis on taxonomy, distribution and ecology and advanced study of vascular plant morphology and anatomy. Field work include ecological studies and preparation of a plant collection. (3 hr. Lecture)

**BOT 1011L BOTANY II LABORATORY** 1 cr.

(Prerequisite: BOT 1010; co-requisite:



**BOT 1011) Laboratory exercises correlating topics of the lecture. (3 hr. Lab)**

**BRC 1311 CREDIT UNION ACCOUNTING 3 crs.**

Basic course in financial accounting applied to credit unions (3 hr. Lecture)

**BRC 1351 CREDIT UNION ECONOMICS 3 crs.**

Macroeconomic issues related to credit unions and related financial institutions including supply and demand, inflation, GNP, and elasticity, function of money, regulation of financial institutions, national monetary and fiscal policies and global economics. (3 hr. Lecture)

**BRC 1949C CO-OP: BANK TRAINING I 3 crs.**

Coordinated work-study reinforcing educational and professional growth through classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job banking assignment. The student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**BRC 2949C CO-OP: BANK TRAINING II 3 crs.**

Continuation of BRC 1949. (1 hr. Lecture, 10 hr. Lab)

**BSC 1010 PRINCIPLES OF BIOLOGY 3 crs.**

Introduction to biology, cellular biology and biochemistry, genetic theory, evolutionary principles and ecological problems with emphasis on principles of man's responsibility to the environment. (3 hr. Lecture)

**BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY 1 cr.**

(Prerequisite or co-requisite: BSC 1010) Laboratory studies in biochemistry, physiology, taxonomy, morphology and genetics. (2 hr. Lab)

**BSC 1050 ENVIRONMENTAL CONSERVATION 3 crs.**

Examines the natural environment and man's activities and identifies ecological problems man confronts. Lectures, demonstrations, field trips and completion of a conservation project. (3 hr. Lecture)

**BSC 1085 ANATOMY AND PHYSIOLOGY I 3 crs.**

(Co-requisite: BSC 1085L) Introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, skeletal, muscular and nervous systems. (3 hr. Lecture)

**BSC 1085L ANATOMY AND PHYSIOLOGY I LAB 1 cr.**

(Co-requisite: BSC 1085) Laboratory to accompany BSC 1085. (2 hr. Lab)

**BSC 1086 ANATOMY AND PHYSIOLOGY II 3 crs.**

(Co-requisite: BSC 1086L; prerequisite: BSC 1085) Continuation of BSC 1085. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. (3 hr. Lecture)

**BSC 1086L ANATOMY AND PHYSIOLOGY II LAB 1 cr.**

(Co-requisite: BSC 1086) Laboratory to accompany BSC 1086. (2 hr. Lab)

**BUL 2241 BUSINESS LAW I 3 crs.**

Introductory course on the fundamental concepts of law in society and in the business environment. Topics include state and federal court systems, common statutory law, administrative procedures, and constitutional law with emphasis on torts, contracts, bailments and sales (warranties and liabilities). (3 hr. Lecture)

**BUL 2242 BUSINESS LAW II 3 crs.**

Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property. (3 hr. Lecture)

**CCJ 1010 INTRODUCTION TO CRIMINOLOGY 3 crs.**

Examines four interrelated areas: 1) history of criminology/ development of criminology; 2) causes of criminal behavior; 3) ways of defining and measuring crime and criminality; 4) methods for testing, examining, construction and criticizing criminological theories. (3 hr. Lecture)

**CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE 3 crs.**

Overview of the system of administration of justice with emphasis on due process, justice and Constitutional guarantees and civil rights of citizens and prisoners at various levels. (3 hr. Lecture)

**CCJ 1191 INTRODUCTION TO HUMAN BEHAVIOR AND THE CRIMINAL JUSTICE PRACTITIONER 3 crs.**

Study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society. (3 hr. Lecture)

**CCJ 1250 INTRODUCTION TO CONSTITUTIONAL LAW 3 crs.**

Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights. (3 hr. Lecture)

**CCJ 1281 LEGAL RIGHTS AND RESPONSIBILITIES OF PRISONERS AND CORRECTIONAL STAFF 3 crs.**

Introduction to the legal rights, responsibilities and liabilities of offenders and correctional officials in institutional and community-based settings and rules and regulation of the state. (3 hr. Lecture)

**CCJ 1400 POLICE ADMINISTRATION I 3 crs.**

Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. (3 hr. Lecture)

**CCJ 1401 POLICE ADMINISTRATION II 3 crs.**

Covers police department operations which is seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. (3 hr. Lecture)

**CCJ 2210 CRIMINAL LAW 3 crs.**

Study of the scope, purpose, definition and classification of crimes. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in depth. (3 hr. Lecture)

**CCJ 2230 LAWS OF EVIDENCE 3 crs.**

Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis on Florida laws of evidence and their application. (3 hr. Lecture)

**CCJ 2231 LAW OF ARREST, SEARCH AND SEIZURE 3 crs.**

Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property. (3 hr. Lecture)

**CCJ 2310 ORGANIZATION & ADMINISTRATION OF CORRECTIONAL FACILITIES 3 crs.**

The organization of institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates. (3 hr. Lecture)

**CCJ 2330 PRINCIPLES OF PROBATION AND PAROLE 3 crs.**

Examines procedures associated with



community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored. (3 hr. Lecture)

**CCJ 2500 JUVENILE DELINQUENCY 3 crs.**

Introduction to causes and treatment of juvenile delinquency. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles, juvenile case disposition, juvenile status and court procedures, methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. (3 hr. Lecture)

**CCJ 2940C CRIMINAL JUSTICE INTERN PROGRAM 4 crs.**

(Prerequisite: Sophomore students or others, determined by the division chair, based on course work or experience) Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts, and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel. (1 hr. Lecture, 9 hr. Lab)

**CET 1123C MICROPROCESSORS 4 crs.**

(Prerequisite: CET 2114C or permission of instructor) Explores how microprocessor chips can be lined with appropriate peripheral IC's to accomplish logic functions from simple AND, OR, logic to the complexities of the general purpose digital computer. Emphasis on the use of the microprocessor as a controller, rather than as a data processor. Topics include: microprocessor chip logic, bussing, memory, programming, interfacing, A/D and D/A conversion and device communications. The 8080 microprocessor trainers are provided in the lab. Students get hands-on experience programming and interfacing to actual equipment. (3 hr. Lecture, 2 hr. Lab)

**CET 1143 MICROPROCESSOR APPLICATIONS 3 crs.**

(Prerequisites: CET 1123C and CET 2114C) Emphasis on microprocessor applications in the industrial environment. Topics include stepper motor and servo motor control; transducer sensing with feedback control of a process; serial, parallel, IEEE 488 interfacing; and assembly language programming. Z-80 microprocessor boards with interfacing boards are available for laboratory projects. (3 hr. Lecture)

**CET 2112C LOGIC CIRCUITS 4 crs.**

Study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic;

Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, or, NOT, NAND, and NOR gates and FF's; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory. (3 hr. Lecture, 2 hr. Lab)

**CET 2342 PROGRAMMABLE CONTROLLERS 3 crs.**

(Prerequisites: EET 1015 and CET 1121) Introduction to industrial controllers, how to program and applications to industrial processes. (2 hr. Lecture, 2 hr. Lab)

**CGS 1060 PC STARTER 1 cr.**

Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, DOS and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions. (1 hr. Lecture)

**CGS 1153 ELECTRONIC SPREADSHEETS 3 crs.**

Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512. (3 hr. Lecture)

**CGS 1361 INTRODUCTION TO COMPUTERS 3 crs.**

Introduction to data processing concepts. Topics include basic computer theory, file storage media, input-output devices, data processing terminology, software concepts, flowcharting, number systems, historic development of data processing, word processing, spreadsheets, database and an introduction to programming using the BASIC language. (3 hr. Lecture)

**CGS 1470C COMPUTER DRAFTING 2 crs.**

(Prerequisite: EGS 1111 or equal) Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with the AUTOCAD is the major part of the course. (1 hr. Lecture, 3 hr. Lab)

**CGS 1510 ELECTRONIC SPREADSHEET 1 cr.**

Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets, and reviews suggested applications. (1 hr. Lecture)

**CGS 1511 ELECTRONIC SPREADSHEET 1 cr.**

(Prerequisite: CGS 1510) This is the second course in the use of a popular spreadsheet

program. This course expands on the concepts developed in the first course, CGS 1510. (1 hr. Lecture)

**CGS 1512 ELECTRONIC SPREADSHEET 1 cr.**

(Prerequisite: CGS 1511 or permission of instructor) This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications. (1 hr. Lecture)

**CGS 1540 dBASE IV: BEGINNING 1 cr.**

This is the first course in a three-course sequence introducing data base concepts and capabilities. Simple database files are created and indexed; reports and mail labels are produced. Both the ASSIST menu system and the dot prompt commands are used. (1 hr. Lecture)

**CGS 1541 dBASE IV: INTERMEDIATE 1 cr.**

(Prerequisite: CGS 1540 or permission of instructor) This is the second course in a three-course sequence. Additional dot prompt commands are covered and command language programming is introduced. (1 hr. Lecture)

**CGS 1542 dBASE IV PROGRAMMING 1 cr.**

(Prerequisite: CGS 1541 or permission of instructor) This is the third course in a three-course sequence. The emphasis is on command language programming. Custom input screens are designed. Multiple files are linked and operated on. (1 hr. Lecture)

**CGS 1560 PC DISK OPERATING SYSTEMS (DOS) 1 cr.**

(Prerequisite/co-requisite: CGS 1060 or CGS 1361 or equivalent computer experience) Covers the major PC DOS commands, the use of batch files, the use of EDLIN, installation of application software and hard disk file management. (1 hr. Lecture)

**CGS 1561 INSIDE THE PC 1 cr.**

(Prerequisite: CGS 1560 or equivalent experience) Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life-cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware. (1 hr. Lecture)

**CGS 2104 MICROCOMPUTER OPERATIONS - ACCOUNTING 3 crs.**

(Prerequisites: ACG 2071 and CGS 1510 or permission of instructor) Overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. LOTUS 1-2-3 is used to develop spreadsheet analyses. (3 hr. Lecture)



**CGS 2472C ADVANCED COMPUTER DRAFTING** 3 crs.

(Prerequisite: CGS 1470 or equivalent experience) Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). (1 hr. Lecture, 5 hr. Lab)

**CGS 2749C THREE-DIMENSIONAL CAD** 3 crs.

Specialize in drawing three dimensional objects, surfaces and models with computers and AUTOCAD Software Release 12. The AUTOCAD user coordinate system, dimensional mesher and multiple view of object will be stressed. (2 hr. Lecture, 2 hr. Lab)

**CHD 1110 INFANTS/TODDLERS** 3 crs.

Prepares the student for group care in center-based settings, for family-based day care or for home care of children. (3 hr. Lecture)

**CHD 1130 FOUNDATIONS OF COMPETENCE IN THE PRESCHOOL CLASSROOM I** 3 crs.

(Prerequisite: CHD 1110) Continuation of CHD 1110 providing a foundation of knowledge and understanding of child growth and development as a basis for planning and providing developmentally appropriate learning experiences in preschool classrooms. (3 hr. Lecture)

**CHD 1132C CDA PRACTICUM I** 3 crs.

Provide in part the formal training required of candidates for the Child Development Associate (CDA) credential and requires that the student be working in, or be able to identify, a licensed child care center or family day care setting where he/she may be observed working as the primary care giver. The student will also make guided observations in other preschool classrooms. Field experiences and classroom instruction constitutes the practical component designed to integrate knowledge and skills in work with young children in group settings. (1 hr. Lecture, 10 hr. Lab)

**CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL** 3 crs.

Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child and covers emotional, intellectual, physical and social development, stages of childhood, communication process between adult and child, guidance approaches, health and safety, family structures, issues affecting the child and family and community resources which provide parent education, family and children services and other related resources. (3 hr. Lecture)

**CHD 1320 METHODS AND MATERIALS I** 3 crs.

Covers the preparation of classroom learn-

ing centers in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation to guide children in the proper use of materials. (3 hr. Lecture)

**CHD 1338 METHODS AND MATERIALS II** 3 crs.

(Prerequisite: CHD 1320) Continuation of CHD 1320 covering mathematics, science, daily living, social studies, dramatic play and computers. (3 hr. Lecture)

**CHD 1440 EARLY CHILDHOOD EDUCATION PRACTICUM I** 3 crs.

(Co- and/or prerequisites: EEC 1001, CHD 1220, CHD 1320) Focuses on introducing classroom responsibilities including planning, implementing and evaluating learning activities; supervising children's behavior; and planning a week's unit of activities. Additional assignments are selected by the student and supervising teacher. (9 hr. Lab)

**CHD 1441 EARLY CHILDHOOD EDUCATION PRACTICUM II** 3 crs.

(Prerequisite: CHD 1440) Continuation of CHD 1440. The student continues working in the classroom planning activities and supervising children; in addition, emphasis is placed on the administrative responsibilities of operating a child-care program; i.e., staff meetings, personnel records, staff evaluation, etc. (9 hr. Lab)

**CHD 1561C CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING I** 3 crs.

Coordinated program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for on-the-job assignments. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

**CHD 1562C CHILD DEVELOPMENT ASSOCIATE - PORTFOLIO BUILDING II** 3 crs.

(Prerequisite: CHD 1561) Continuation of CHD 1561, CDA candidates will incorporate the last six functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

**CHD 1949C CO-OP: EARLY CHILDHOOD EDUCATION I** 3 crs.

Coordinated work-study program reinforcing the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-

coordinator determine the objectives for the on-the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area. (1 hr. Lecture, 10 hr. Lab)

**CHD 2227 MANAGING CHILDREN'S BEHAVIOR** 3 crs.

Specific discipline techniques supportive of the emerging self-concept of the child will be examined. Care-takers, parents and child care workers will develop behavior management skills. (3 hr. Lecture)

**CHD 2800 CHILD CARE FACILITY MANAGEMENT** 3 crs.

All aspects of opening and operating a child-care facility will be explored. Guidelines will be set up for organizing child-care services; business management; personnel considerations; establishment and communication of policies; safety, nutrition and health and curriculum and equipment. (3 hr. Lecture)

**CHD 2949C CO-OP: EARLY CHILDHOOD EDUCATION II** 3 crs.

(Prerequisite: CHD 1949) This course follows CHD 1949. (1 hr. Lecture, 10 hr. Lab)

**CHM 1015 PRINCIPLES OF CHEMISTRY** 3 crs.

Introduction to principles of chemistry for students not needing an intensive course. It covers the structure of atoms, periodic law, pH and other important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. (3 hr. Lecture)

**CHM 1015L LABORATORY FOR CHM 1015** 1 cr.

(Co- or prerequisite: CHM 1015) Study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. (2 hr. Lab)

**CHM 1040 GENERAL CHEMISTRY I** 3 crs.

(Co-requisite: MAT 1033) First of a three-semester sequence and is a thorough study of the theories, laws and principles of general chemistry and their applications emphasizing chemical electronic structure, stoichiometry and bonding. (May be exempted by examination.) (3 hr. Lecture)

**CHM 1041 GENERAL CHEMISTRY II** 3 crs.

(Prerequisite: CHM 1040 or acceptable score on waiver examination; co-requisite: MAC 1102 & CHM 1041L) Continuation of CHM 1040. It is the second semester of a three-semester sequence. This course em-



phasizes states of matter, solutions, thermodynamics, acids and bases and nuclear chemistry. (3 hr. Lecture)

**CHM 1041L GENERAL CHEMISTRY II LABORATORY** 1 cr.  
(Co-requisite: CHM 1041) Laboratory for CHM 1041. (3 hr. Lab)

**CHM 2046 GENERAL CHEMISTRY III** 3 crs.  
(Prerequisites: CHM 1041, 1041L; co-requisite: MAC 1102 & CHM 2046L) Continuation of CHM 1041. It is the third semester of a three-semester sequence. This course emphasizes kinetics, equilibrium and electrochemistry. (3 hr. lecture)

**CHM 2046L GENERAL CHEMISTRY III LABORATORY** 1 cr.  
(Co-requisite: CHM 2046) Laboratory for CHM 2046. (3 hr. Lab)

**CHM 2120C QUANTITATIVE ANALYSIS** 4 crs.  
(Prerequisite: CHM 2046 & 2046L or equivalent) The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric and an introduction to instrumental methods. (2 hr. Lecture, 6 Lab)

**CHM 2210 ORGANIC CHEMISTRY I** 3 crs.  
(Prerequisite: CHM 1041 & 1041L; co-requisite: CHM 2210L) First of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. (3 hr. Lecture)

**CHM 2210L ORGANIC CHEMISTRY I LABORATORY** 1 cr.  
(Co-requisite: CHM 2210) (4 hr. Lab)

**CHM 2211 ORGANIC CHEMISTRY II** 3 crs.  
(Prerequisite: CHM 2210; co-requisite: CHM 2211L) Continuation of CHM 2210. (3 hr. Lecture)

**CHM 2211L ORGANIC CHEMISTRY II LABORATORY** 1 cr.  
(Co-requisite: CHM 2211) (4 hr. Lab)

**CIS 2300C CICS (CUSTOMER INFORMATION CONTROL SYSTEM)** 3 crs.  
(Co- and/or prerequisite: COP 2121) Includes map building, CICS command-level instructions using the COBOL computer language, terminal control functions, program linkage area (DFHCOMMAREA), interprogram linkage, program debugging using the CICS/VS storage dumps and EDF, techniques using the EIB. (2 hr. Lecture, 2 hr. Lab)

**CIS 2321 SYSTEMS AND APPLICATIONS** 3 crs.  
Utilizes system analysis techniques for the solution of business and data processing

problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case study approach is utilized. (3 hr. Lecture)

**CJD 0704 CRIMINAL JUSTICE DEFENSIVE TACTICS** 2 voc. crs.

Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methods, search techniques and custody responsibilities. (66 contact hrs.)

**CJD 0705 CRIMINAL JUSTICE WEAPONS** 2 voc. crs.

Effective use of the two basic weapons of a law enforcement agency in a safe effective manner. Students are exposed to elementary chemical weapon use. (57 contact hrs.)

**CJD 0723 CRIMINAL JUSTICE VEHICLE OPERATIONS** 1.5 voc. cr.

Vehicle operations course covering how to maneuver vehicles in a safe and effective manner with emphasis on the driver, the vehicle, the driving environment, vehicle "pull-overs," felony stops and basic operational skills and a driving pad. (48 contact hrs.)

**CJD 0732 LAW ENFORCEMENT TRAFFIC** 1.5 voc. crs.

Basic traffic accident investigation with emphasis on traffic enforcement concept and techniques, control, and direction, accident-scene management, skid-mark evidence and reporting procedures includes information an organ/tissue donation and common alcohol violations and sobriety testing. (45 contact hrs.)

**CJD 0741 EMERGENCY PREPAREDNESS** 1 voc. cr.

Skills needed for riot and disturbance control and firefighting are studied and practiced includes methods of riot prevention, handling of unusual situations, hostage and emergency procedures. (24 contact hrs.)

**CJD 0773 HUMAN DIVERSITY** 1 voc. cr.

Enhances awareness of cultural rules and predispositions and how these influence common interactions with others includes: gender, race, ethnicity, etc. (24 contact hrs.)

**CJD 1254 MEDICAL FIRST RESPONDER** 1 cr.

How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases. (3 hr. Lab)

**CJD 1700 CRIMINAL JUSTICE LEGAL I** 3 crs.

Overview of the criminal justice system and history of law. The foundation and basic components of law are studied, focusing on officer application. Court procedures and testimony are examined. (3 hr. Lecture)

**CJD 1701 CRIMINAL JUSTICE LEGAL II** 3 crs.

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (3 hr. Lecture)

**CJD 1702C CRIMINAL JUSTICE COMMUNICATIONS - CORRECTIONS** 3 crs.

The report-writing process from interview, statement taking and notetaking through the final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (2 hr. Lecture, 3 hr. Lab)

**CJD 1703C INTERPERSONAL SKILLS I-CORRECTIONS** 3 crs.

Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including: juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded, and substance abusers. Intervention techniques for situations including: suicide, violence, and other crises are studied. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

**CJD 1713C INTERPERSONAL SKILLS I-LAW ENFORCEMENT** 3 crs.

Human relations techniques and courtesy with emphasis on crime prevention. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill and retarded and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included. (2 hr. Lecture, 2 hr. Lab)

**CJD 1720 LAW ENFORCEMENT LEGAL III** 2 crs.

This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stop and frisk of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and



licensing law and other legal considerations affecting patrol. (2 hr. Lecture)

### **CJD 1721C LAW ENFORCEMENT PATROL 2 crs.**

Skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods approach to high-risk situations are explored with practical exercises. (1 hr. Lecture, 2 hr. Lab)

### **CJD 1724C LAW ENFORCEMENT INVESTIGATIONS 3 crs.**

Investigation of crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death investigations from initial observation methods through processing crime scenes and case preparation. (2 hr. Lecture, 2 hr. Lab)

### **CJD 1740 INTERPERSONAL SKILLS II-CORRECTIONS 3 crs.**

Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and segments of society are studied. Includes studies of homosexuality, female inmates deception and manipulation by inmates and institutional criminalities. (3 hr. Lecture)

### **CJD 1742 CORRECTIONS OPERATIONS 3 crs.**

Operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures. (3 hr. Lecture)

### **CJD 1762 CRIMINAL JUSTICE COMMUNICATIONS - LAW ENFORCEMENT 3 crs.**

The report writing process from interview, statement taking and notetaking, through final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures. (3 hr. Lecture)

### **CJT 1771 CORRECTIONS LEGAL II 1 cr.**

Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers is studied. Emphasis on elements of crimes, civil law applications and civil and criminal liability of officers. (1 hr. Lecture)

### **CJT 2100 CRIMINAL INVESTIGATION 3 crs.**

Survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations,

narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. (3 hr. Lecture)

### **CJT 2140 INTRODUCTION TO CRIMINALISTICS 3 crs.**

(Co- or prerequisite: CJT 2100 or CCJ 2230) Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished. (3 hr. Lecture)

### **CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT 3 crs.**

(Prerequisite: PSY 2012) Summary of major personality theories and techniques of self-management in relationship to personal growth, sensitivity to the needs of others and effective adjustment are explored through personal assessments and experiential encounters. (3 hr. Lecture)

### **COA 1100 CONSUMER EDUCATION 3 crs.**

Concepts relating to consumer and personal financial decisions includes how to recognize and use educational advertising, spend income to obtain the greatest personal satisfaction and to manage money (3 hr. Lecture)

### **COE 2949 CO-OP: SUCCESSFUL EMPLOYABILITY TECHNIQUES 1 cr.**

Skills and procedures involved in the job search, developing good work habits, handling job changes and enhancing personal life skills. The student will prepare a portfolio, including a resume, letter of application and career information to aid in career advancement. (1 hr. Lecture)

### **COP 1002 STRUCTURED PROGRAMMING 3 crs.**

(Prerequisite or co-requisite: CGS 1361) Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through. (3 hr. Lecture)

### **COP 1160C PROGRAMMING RPG II 3 crs.**

(Prerequisite: CGS 1361) RPG II (Report Program Generator) is a problem-oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems. (2 hr. Lecture, 2 hr. Lab)

### **COP 1170 BASIC LANGUAGE PROGRAMMING 3 crs.**

Introduces BASIC language programming. Problems are selected from a range of

disciplines including business and the sciences. There are no prerequisites; however, knowledge of high school-level algebra would be helpful. (3 hr. Lecture)

### **COP 1220 INTRODUCTION TO PROGRAMMING IN C 3 crs.**

(Prerequisite: CGS 1361; may be waived by permission of instructor) Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design. (3 hr. Lecture)

### **COP 1400C ASSEMBLY LANGUAGE PROGRAMMING 3 crs.**

(Prerequisite: CGS 1361) Introduces computer programming in a low-level language covering data manipulation, arithmetic, control, and I/O stresses systems architecture and debugging techniques. The facilities, capabilities and conventions of an IBM multiprogramming system are emphasized. (2 hr. Lecture, 2 hr. Lab)

### **COP 1403C ASSEMBLY LANGUAGE FOR THE PC 3 crs.**

(Prerequisite: CGS 1361. Recommended requisites: Any programming language-COP 2200, COP 2120, COP 2210-or permission of instructor) Introduces computer architecture and computer programming in a low level, symbolic language. Personal computer microprocessors (8086, 80286 and 80386) will be used. (2 hr. Lecture, 2 hr. Lab)

### **COP 2120C PROGRAMMING COBOL 3 crs.**

(Prerequisite: CGS 1361) COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies. (2 hr. Lecture, 2 hr. Lab)

### **COP 2121C COBOL APPLICATIONS 3 crs.**

(Prerequisite: COP 2120) Advanced capabilities of COBOL applications to solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation and subroutines. (2 hr. Lecture, 2 hr. Lab)

### **COP 2200 FORTRAN PROGRAMMING 3 crs.**

(Prerequisite: MAC 1102 or higher) Introduces flowcharting techniques and programming mathematical problems in Fortran 77. Emphasis is on the algorithmic approach. (3 hr. Lecture)



**COP 2210 PASCAL I: AN INTRODUCTION TO PROGRAMMING** 3 crs.

(Prerequisite: CGS 1361) Using PASCAL language emphasizes the use of structured design, problem design, algorithm design, coding, debugging, testing and documentation and stresses program segmentation through utility development and top-down design. (3 hr. Lecture)

**COP 2334 PROGRAMMING IN C++**

(Prerequisite: COP 1220 or permission of instructor) An intermediate level programming course assumes knowledge of how to program in C. Emphasizes Class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability. (3 hr. Lecture)

**COP 2341 UNIX OPERATING SYSTEM** 3 crs.

(Prerequisite: CGS 1361 and one programming language or instructor's permission) Introduction to the UNIX operating system with emphasis on AT&T's System V and the Bourne Shell. Topics include the use of the shell scripts, electronic mail, utilities and editors and use of UNIX in the business/scientific programming environment. (3 hr. Lecture)

**CPO 2002 COMPARATIVE GOVERNMENTS** 3 crs.

Multinational analysis of political institutions and processes within diverse political systems throughout the world—their structures, political processes and domestic and foreign policies. The course will focus on Britain, France, Germany, the new nations within the former Soviet Union and several third-world nations, e.g., China, Brazil and South Africa. (3 hr. Lecture)

**CRW 2000 CREATIVE WRITING** 3 crs.

Theory and practice in writing poetry and fiction with assigned collateral readings. Since this is a workshop-centered course, students' works will be discussed and considerable writing and rewriting required. At the end of the course, students submit a portfolio of their work. Students will also learn procedures for submitting a work to publishers. (3 hr. Lecture)

**CRW 2100 SHORT-STORY WRITING** 3 crs.

(Prerequisite: CRW 2000 or equivalent) Intensive study of the process of writing short fiction includes discussion of the fiction of professional writers to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. Lecture)

**CRW 2200 SCREENWRITING** 3 crs.

(Prerequisites: ENC 1101, CRW 2000)

Intensive study of the process of writing for the screen includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting. (3 hr. Lecture)

**CTE 1310C ELEMENTS OF CLOTHING CONSTRUCTION** 3 crs.

Emphasis on learning to accurate measurements and construct properly fitting garments through the use of commercial patterns and fundamental techniques of sewing. (2 hr. Lecture, 2 hr. Lab)

**CTE 1401 TEXTILES** 3 crs.

Study of the characteristics, care, and uses of major textiles, fibers and fabrics. Attention is given to the processes of weaving, dyeing, printing and finishing. Practice in identification of fibers, weaves and fabric finishes. (3 hr. Lecture)

**CTE 1731 TRADE SKETCHING** 3 crs.

Simple methods of drawing and coloring apparel design sketches. (3 hr. Lecture)

**CTE 1743 PATTERN MAKING I** 3 crs.

(Prerequisite: CTE 1310 or CTE 2363) Basic steps in the development of dress patterns by the flat pattern drafting method and development of the hip-length sloper to personal measurements; also designing and making a pattern for a simple basic dress. (3 hr. Lecture)

**CTE 1744 PATTERN MAKING II** 3 crs.

(Prerequisite: CTE 1743) Advanced work in the flat-pattern method of making patterns including garment fitting, altering patterns, working out creative designs and organizing work efficiently. (3 hr. Lecture)

**CTE 1746 PATTERN GRADING** 1 cr.

(Prerequisite: CTE 1743 or CTE 2751) Theory and application of women's pattern grading providing experience in grading a basic pattern into a range of sizes. (1 hr. Lecture)

**CTE 1851 VISUAL MERCHANDISING AND FASHION SHOW PRODUCTION** 3 crs.

Coordinating, analyzing and forecasting fashion trends and the presentation of special sales promotions. Emphasis on the steps required and decisions necessary to produce a fashion show. The promotional impact and effectiveness of fashion shows and actual planning and production of a formal show. (3 hr. Lecture)

**CTE 1949C CO-OP: HOME ECONOMICS I** 3 crs.

Coordinated work-study reinforcing the educational and professional growth classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job assignment.

The student is evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**CTE 1950 EUROPEAN FASHION CENTERS** 2 crs.

Trip to European fashion centers broadens knowledge of the fashion industry. Viewing historical costumes in museums, visiting couture sample rooms, textile manufacturers, famous apparel stores enhance textbook learning (2 hr. Lecture).

**CTE 1955 NEW YORK FASHION VISIT** 1 cr.

Overview of the fashion industry, historical perspective of apparel collections, access to trade fairs and fashion shows, testing centers and manufacturers. (1 hr. Lecture)

**CTE 2200 VISUAL DESIGN IN FASHION** 3 crs.

Study of the sociological and psychological influence of clothing choices and the elements and principles of design related to apparel; color and its effects on apparel; quality and care of apparel. (3 hr. Lecture)

**CTE 2340C ADVANCED CLOTHING CONSTRUCTION** 3 crs.

(Prerequisites: CTE 1310) Application of sewing principles and techniques used to achieve custom-made look in clothing. (2 hr. Lecture, 2 hr. Lab)

**CTE 2363C COMMERCIAL GARMENT PRODUCTION** 3 crs.

(Co- or prerequisite: CTE 1310 or equivalent knowledge) A beginning sewing course emphasizing techniques and short cuts used in construction of commercial garments and criteria for quality workmanship. It is not the purpose to produce skilled factory seamstresses, although a certain amount of skill will be developed. (2 hr. Lecture, 2 hr. Lab)

**CTE 2511 HISTORY OF COSTUME AND FASHION I** 3 crs.

(Prerequisite: Must be followed by CTE 2512) Study of ancient Mediterranean civilizations (5000 B.C.) through the Renaissance (1600 A.D.) using history of clothing styles examining each period of history as to life styles, economics and cultural influences to the mode of dress. (3 hr. Lecture)

**CTE 2512 HISTORY OF COSTUME AND FASHION II** 3 crs.

(Prerequisite: CTE 2511) Renaissance (1600 A.D.) to present day history of clothing styles examining each period of history as to life styles, economics and cultural influences to the mode of dress. (3 hr. Lecture)

**CTE 2748 APPLIED FASHION DESIGN** 3 crs.

(Prerequisite: CTE 2751) Advanced tailoring procedures and design using student



styles, sketches, pattern, drapes and constructs. (3 hr. Lecture)

**CTE 2751C DRAPING** 3 crs.

(Prerequisite: CTE 1310 or CTE 1743) Basic principles of draping a pattern on a dress form including how to complete the draped pattern using flat pattern-making techniques learned in CTE 1743. Original designs will be created on the dress form. (2 hr. Lecture, 2 hr. Lab)

**CTE 2949C CO-OP: HOME ECONOMICS II** 3 crs.

Continuation of CTE 1949. (1 hr. Lecture, 10 hr. Lab)

**DAA 1050C FUNDAMENTALS OF RHYTHMICS** 2 crs.

Basics of folk dance, square dance and singing games. (1 hr. Lecture, 2 hr. Lab)

**DAA 1200 BASIC BALLET I** 2 crs.

Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work. (3 hr. Lab)

**DAA 1201 BASIC BALLET II** 2 crs.

(Prerequisite: DAA 1200 or permission of instructor) Continuation of DAA 1200. (3 hr. Lab)

**DAA 1202 INTERMEDIATE BALLET I** 3 crs.

(Prerequisite: DAA 1201) Emphasis on development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition. (5 hr. Lab)

**DAA 1203 INTERMEDIATE BALLET II** 3 crs.

(Prerequisite: DAA 1202) Continuation of DAA 1202. (5 hr. Lab)

**DAA 1220 INTERMEDIATE POINTE I** 1 cr.

(Co-requisite for women: DAA 1202) Introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition. (3 hr. Lab)

**DAA 1221 INTERMEDIATE POINTE II** 1 cr.

(Prerequisite: DAA 1220; co-requisite for women: DAA 1203) Continuation of DAA 1220. (3 hr. Lab)

**DAA 1500 MODERN JAZZ DANCE I** 1 cr.

Knowledge and fundamental skills in modern jazz dance styles and techniques. (2 hr. Lab)

**DAA 1501 BASIC JAZZ** 2 crs.

Study and execution of basic principles of jazz dance are characterized by stylized percussive movement on a strong rhythmic base. (3 hr. Lab)

**DAA 1502 INTERMEDIATE JAZZ I** 2 crs.

Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition. (3 hr. Lab)

**DAA 2160 CONTEMPORARY DANCE I** 1 cr.

Theory and practice of basic body conditioning exercises, fundamentals of movement and relationship to rhythm, design and dynamics. (2 hr. Lab)

**DAA 2161 CONTEMPORARY DANCE II** 1 cr.

Further opportunity to pursue study and application of rhythmic movement through combining acquired skills and knowledge. (2 hr. Lab)

**DAA 2204 ADVANCED BALLET I** 3 crs.

Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor. (5 hr. Lab)

**DAA 2205 ADVANCED BALLET II** 3 crs.

(Prerequisite: DAA 2204) Continuation of DAA 2204. (5 hr. Lab)

**DAA 2222 ADVANCED POINTE I** 1 cr.

(Prerequisite: DAA 1221; co-requisite for women: DAA 2204) Continuation of DAA 1221. (3 hr. Lab)

**DAA 2223 ADVANCED POINTE II** 1 cr.

(Prerequisite: DAA 2222; co-requisite for women: DAA 2205) Continuation of DAA 2222. (3 hr. Lab)

**DAA 2230 MEN'S ADVANCED TECHNIQUE I** 1 cr.

(Co-requisite for men: DAA 2222). Continuation of perfecting the execution of classical ballet technique with emphasis on jumping, turning and beats, the steps often used by men in classical works. (3 hr. Lab)

**DAA 2231 MEN'S ADVANCED TECHNIQUE II** 1 cr.

(Prerequisite: DAA 2230; co-requisite for men: DAA 2205) Continuation of DAA 2230. (3 hr. Lab)

**DAA 2374 FOLK AND SQUARE DANCE** 1 cr.

The study, practice and application of basic skills in the square dance and other folk dances of America and other countries. (2 hr. Lab)

**DAA 2501 MODERN JAZZ DANCE II** 1 cr.

(Prerequisite: DAA 1500) An in-depth study of jazz dancing techniques, current jazz styles and patterns of rhythmic choreography. (2 hr. Lab)

**DEA 0300 DENTAL PSYCHOLOGY AND COMMUNICATION** 1 voc. cr.

Basic theories of psychology, practical techniques for patient management and interpersonal relationships of the dental team. (32 contact hours)

**DEA 0320 RELATED DENTAL THEORY** 1 voc. cr.

Covers applied biomedical sciences including microbiology of pathogens, oral pathology of benign and malignant neoplasms, toxicities and side effects of drugs and medicaments, nutrition and oral health; body systems. (32 contact hours)

**DEA 0800C CLINICAL PRACTICE I LECTURE & LAB** 3 voc. crs.

(Prerequisites: DEH 1001, DEH 1001L, DES 1100C & DES 1200C; co-requisite: DEA 0940) Participation in clinical experiences involving patients and dentists performing functions required of a dental assistant in office settings. Students have additional responsibilities in areas of radiology, team leadership, sterilization, clinical observation, patient reception and office observation. (96 contact hours)

**DEA 0801C CLINICAL PRACTICE II LECTURE & LAB** 5 voc. crs.

(Prerequisite: DEA 0800C) Continuation of DEA 0800C Clinical Practice I Lecture & Lab. (160 contact hrs.)

**DEA 0820C EXPANDED FUNCTIONS I LECTURE AND LAB** 3 voc. crs.

(Prerequisites: DEH 1001, DEH 1001L & DES 1100C) Introductory course offering student participation in intraoral procedures. (96 contact hours)

**DEA 0821C EXPANDED FUNCTIONS II** 2 voc. crs.

(Prerequisite: DEA 0820C) Continuation of DEA 0820C Expanded Functions I Lecture and Lab. (66 contact hours)

**DEA 0850C CLINICAL PRACTICE III LECTURE & LAB** 2 voc. crs.

(Prerequisites: DEA 0821, DEA 0820C) Continuation of DEA 0801C Clinical Practice II Lecture and Lab. (60 contact hours)

**DEA 0940 DENTAL PRACTICUM I** 1 voc. cr.

(Prerequisites: DEH 1001, DEH 1001L, DES 1100C, DES 1200C; co-requisite: DEA 0800C) Provides experience in patient preparation for oral diagnosis includes responsibilities in patient recognition, charting, study models and radiology. (24 contact hours)

**DEH 1001 INTRODUCTION TO CLINICAL PROCEDURES** 3 crs.

(Prerequisite: Acceptance into Dental Assisting or Dental Hygiene Program Track; co-requisite: DEH 1001L) A core competency-based course introducing dental assisting and dental hygiene students to basic



terminology concepts; history of dentistry, dental assisting and dental hygiene; and theory and techniques of clinical procedures. Completion of course material at a minimum standard of competency is a prerequisite to progress to either Dental Assisting or Dental Hygiene. (3 hr. Lecture)

**DEH 1001L INTRODUCTION TO CLINICAL PROCEDURES LAB** 1 cr.

(Prerequisite: Acceptance into Dental Assisting or Dental Hygiene Program Track; Co-requisite: DEH 1001) A core competency-based course for the application of procedures in the clinical setting. Development of skills is attained through practice and is evaluated. Completion of course material at minimum standard of competency is a prerequisite to progress to Dental Assisting or Dental Hygiene. (2 hr. Lab)

**DEH 1003 DENTAL HYGIENE INSTRUMENTATION** 1 cr.

(Prerequisites: DEH 1001, DEH 1001L; co-requisite: DEH 1003L) A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency is a prerequisite to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (1 hr. Lecture)

**DEH 1003L DENTAL HYGIENE INSTRUMENTATION LAB** 2 crs.

(Prerequisites: DEH 1001, DEH 1001L; Co-requisite: DEH 1003) A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation. Completion of course material at a minimum standard of competency to progress to Dental Hygiene I and initial delivery of dental hygiene care to the public. (6 hr. Lab)

**DEH 1530C EXPANDED FUNCTIONS** 2 crs.

(Prerequisites: DEH 1001, DEH 1001L & DES 1100C) Introductory course offering student participation in specified intraoral procedures. (1 hr. Lecture, 2 hr. Lab)

**DEH 1800CA DENTAL HYGIENE I** 5 crs.

(Prerequisites: DEH 1003, DEH 1003L; co-requisite: DES 2050) Basic theory, technique and principles are introduced and applied through practical experiences in the clinical setting including patient management, dental hygiene treatment planning, indices, removable appliances, radiographic interpretation and review of the literature. Dental hygiene care to the public is initiated through delivery of preventive and therapeutic services. Students will complete dental prophylaxes and radiographs for children and adults in the clinic. (1 hr. Lecture, 12 hr. Lab)

**DEH 1802C DENTAL HYGIENE II** 2 crs.

(Prerequisites: DEH 1530C, DEH 1800CA, & DES 2050) Continuation of Dental Hygiene I adding treatment planning, dietary counseling, antimicrobials/irrigation, sonics/ultrasonics, air abrasions and clinical seminars. (1 hr. Lecture, 3 hr. Lab)

**DEH 1820 OFFICE EMERGENCIES LECTURE** 1 cr.

(Prerequisite: Cardiopulmonary Resuscitation Basic Life Support conducted by Red Cross or PBCC) Provides essential material on the symptoms, treatment and equipment for office emergencies. (1 hr. Lecture)

**DEH 2603 PERIODONTOLOGY** 2 crs.

(Prerequisite: DEH 1802C; Co-requisite: DEH 2804C) Provides basic didactic information in Periodontology including the etiology and treatment of gingival and periodontal diseases. (2 hr. Lecture)

**DEH 2701 COMMUNITY DENTISTRY** 2 crs.

(Prerequisite: Sophomore Status) Prevention and control of dental disease in the community examining biostatistics and epidemiology including assessing, planning, implementing and evaluating procedures in oral health community programs with emphasis on alternative practice settings in community dentistry. (2 hr. Lecture)

**DEH 2702L COMMUNITY DENTISTRY PRACTICUM** 1 cr.

(Prerequisites: Sophomore status/DEH 2701) A series of professional experiences with the public at large. Emphasizing dental hygiene education of the public in an institutional setting using skills acquired in prerequisite course DEH 2701. (2 hr. Lab)

**DEH 2722 PREVENTIVE DENTISTRY** 2 crs.

How to educate and motivate patients in controlling their dental plaque, includes study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods and floss, brushes with brushing methods and the use of dental adjuncts. (2 hr. Lecture)

**DEH 2804C DENTAL HYGIENE III** 5 crs.

(Prerequisites: DEH 1802C, DES 2050; Co-requisite: DEH 2603) Continuation of Dental Hygiene II adding case documentation, root planing and curettage, margination, debonding, periodontal charting, monitoring N2O patients and clinical seminars. (1 hr. Lecture, 12 hr. Lab)

**DEH 2806C DENTAL HYGIENE IV** 6 crs.

(Prerequisite: DEH 2804C) Final clinical course and is designed for application of previously learned knowledge and clinical skills emphasizing ethics and jurisprudence, soft tissue management and clinical seminars. (1 hr. Lecture, 15 hr. Lab)

**DEH 2830 OFFICE MANAGEMENT** 2 crs.

Study of methods for dental office/dental clinic administration. Areas of study relevant to the responsibilities of the dental assistant include: human relationships and interaction, patient psychology; record keeping, i.e., daily records appointments, collections, billing, income and social security taxes, recall systems, third-party payment forms, office and dental supplies inventory; office house-keeping and maintenance. (2 hr. Lecture)

**DEH 2900 COMPROMISED PATIENT** 1 cr.

(Prerequisites: DEH 2603, DEH 2722; Co-requisite: DEH 2804C) Provides an understanding of the problems peculiar to patients with special needs or unusual health factors complicating routine care and special procedures to help the patient maintain optimum oral health. (1 hr. Lecture)

**DES 1020 DENTAL ANATOMY** 3 crs.

Study of the structure, morphology and function of the primary and permanent dentition and head and neck anatomy with direct correlation of dental procedures to human oral anatomy. (3 hr. Lecture)

**DES 1030 ORAL EMBRYOLOGY AND HISTOLOGY** 1 cr.

(Prerequisite: DES 1020) Comprehensive presentation of the embryonic, fetal and post-natal development of the tissues and structures of the head and oral cavity and their relationship to dentistry. (1 hr. Lecture)

**DES 1100C DENTAL MATERIALS** 3 crs.

Physical and chemical properties of materials used in dental practice. Emphasizes why specific materials are used, rather than manipulative techniques. The laboratory phase develops manipulative skills with the materials used and evaluates effects of materials. (2 hr. Lecture, 2 hr. Lab)

**DES 1200C DENTAL RADIOLOGY LECTURE AND LAB** 3 crs.

Nature, physical behavior, biological effects, methods of control, safety precautions and techniques for exposing, processing, and mounting X-rays. Laboratory procedures include applications in clinical practice. (2 hr. Lecture, 2 hr. Lab)

**DES 2047 GENERAL AND ORAL PATHOLOGY** 2 crs.

(Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DES 1020 & DES 1030) Comprehensive presentation of oral abnormalities and disease processes with emphasis on clinical identification. (2 hr. Lecture)

**DES 2050 PHARMACOLOGY** 2 crs.

(Prerequisites: BSC 1085, BSC 1085L; BSC 1086, BSC 1086L; MCB 1000, MCB 1000L & CHM 1015) Comprehensive pres-



entation of Pharmacology related to Dentistry and Dental Hygiene. (2 hr. Lecture)

**DIE 1412 DIETETIC TECHNICIAN I (INTRODUCTION)** 3 crs.

(Prerequisite: HUN 1201; co-requisite: DIE 1419) Introduces the organization of a Department of Dietetics/Nutrition emphasizing interviewing skills; medical terminology; and standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for 9 hours/week concurrently. (3 hr. Lecture)

**DIE 1419 PRACTICUM I** 3 crs.  
(Co-requisite: DIE 1412) Practicum to accompany DIE 1412. (9 hr. Lab)

**DIE 2120 DIETETIC TECHNICIAN III (ADMINISTRATION)** 3 crs.

(Prerequisites: DIE 2211, DIE 2270; co-requisite: DIE 2170) Techniques involved in operating a food-service system in health-care facilities: basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management. The student spends nine hours/week in a health-care facility concurrently. (3 hr. Lecture)

**DIE 2170 PRACTICUM III** 3 crs.  
(Co-requisite: DIE 2120) Practicum to accompany DIE 2120. (9 hr. Lecture)

**DIE 2211 DIETETIC TECHNICIAN II (CLINICAL)** 3 crs.

(Prerequisites: DIE 1412, DIE 1419; co-requisite: DIE 2270) Principles of nutrition with adaptations to specific disease conditions with emphasis given to the total nutritional care of the individual patient. Clinical experience is provided nine hours/week concurrently. (3 hr. Lecture)

**DIE 2270 PRACTICUM II** 3 crs.  
(Co-requisite: DIE 2211) Practicum to accompany DIE 2211. (9 hr. Lab)



**ECO 2013 PRINCIPLES OF MACROECONOMICS** 3 crs.

Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary politics. (3 hr. Lecture)

**ECO 2023 PRINCIPLES OF MICROECONOMICS** 3 crs.

Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. (3 hr. Lecture)

**EDF 1005 FOUNDATIONS OF EDUCATION** 3 crs.

Introduction to public school teaching including planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and objectives of education. (3 hr. Lecture)

**EDF 1030 BEHAVIOR MANAGEMENT IN THE CLASSROOM** 3 crs.

Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking recertification strategies of classroom behavior management. (3 hr. Lecture)

**EDP 2002 EDUCATIONAL PSYCHOLOGY** 3 crs.

(Prerequisite: PSY 1012 or permission of the instructor) Examines psychological basis of educational theory and practice includes developmental theories, psychological perspectives of teaching-learning process, instructional design and program evaluation. (3 hr. Lecture)

**EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION** 3 crs.

Theories, philosophies, programs and methods in Early Childhood Education covering information required for the State Child-Care Workers Certification. Students completing the modules are eligible for the Child-Care Workers Certification required for child-care workers. (3 hr. Lecture)

**EEC 1006 MONTESSORI PHILOSOPHY** 1 cr.

Theory of Montessori methods including evolution, sensitive periods of development, role of the teacher as directress, prepared environment and process of normalization. (1 hr. Lecture).

**EEC 2530 MONTESSORI CURRICULUM I** 3 crs.

(Co- or Prerequisite: EEC 1006) Introduces learning materials for daily living (practical life) and language areas of Mon-

essori preschool classroom. Demonstration of materials and practice. (3 hr. Lecture)

**EEC 2532 MONTESSORI CURRICULUM II** 3 crs.

Continuation of EEC 2530. Learning materials in sensorial and mathematics areas of a Montessori system are covered. Demonstration of materials and practice. (3 hr. Lecture)

**EEC 2940 MONTESSORI TEACHING PRACTICUM I** 3 crs.

Teaching experience in approved Montessori classrooms under the supervision of approved instructors. (15 hr. Lab)

**EEC 2941 MONTESSORI TEACHING PRACTICUM II** 3 crs.

Continuation of EEC 2940. (15 hr. Lab)

**EET 1015 D.C. CIRCUIT ANALYSIS** 3 crs.

(Co- and/or prerequisites: EET 1015L and MAT 1033 or equivalent) Precalculus level study of circuit properties of resistance, capacitance and inductance in DC circuits includes Ohms and Kirchoffs Laws, series and parallel networks, network theorems, magnetic circuits and DC instruments. (3 hr. Lecture)

**EET 1015L D.C. CIRCUIT ANALYSIS LABORATORY** 1 cr.

(Co-requisite: EET 1015) Laboratory work in applied theory. (2 hr. Lab)

**EET 1025 A.C. CIRCUIT ANALYSIS** 3 crs.

(Prerequisites: EET 1015, EET 1015L; co-requisites: EET 1025L, MAC 1102) Analysis on A.C. circuits, series and parallel A.C. networks, network theorems, power, resonance and transformers. (3 hr. Lecture)

**EET 1025L A.C. CIRCUIT ANALYSIS LABORATORY** 1 cr.

(Co-requisite: EET 1025) Laboratory to accompany EET 1025. (2 hr. Lab)

**EET 2121 ELECTRONICS I** 3 crs.

(Co-requisite: EET 2121L) Solid-state electronic components, characteristics, application and troubleshooting including diode theory, transistor theory and biasing techniques, regulated and unregulated power supplies. (3 hr. Lecture)

**EET 2121L ELECTRONICS I LABORATORY** 1 cr.

(Co-requisite: EET 2121) Laboratory to accompany EET 2121. (2 hr. Lab)

**EET 2122 ELECTRONICS II** 3 crs.

(Co- and/or prerequisites: EET 2121, EET 2121L, EET 2122L) Advanced semiconductor course covering frequency and bandwidth of transistors, amplifiers, differential and operational, integrated circuits, feedback oscillators, harmonic distortion, frequency mixing and modulation. (3 hr. Lecture)

**EET 2122L ELECTRONICS II LAB.** 1 cr.

(Co-requisite: EET 2122) Laboratory to accompany EET 2122. (2 hr. Lab)

**EET 2322C COMMUNICATION ELECTRONICS** 4 crs.

(Prerequisite: EET 2122 and EET 2122L) Continuation of electronics, designed for taking the First Class FCC license. Covers vacuum tube circuits, class C amplifiers, regulated power supplies, RF amplifiers, AM and FM modulation, transmission lines and antennas. (3 hr. Lecture, 2 hr. Lab)

**EET 2515C AC AND DC MOTORS/GENERATORS** 4 crs.

(Prerequisite: EET 1015, EET 1025, EET 1015L, and EET 1025L) Study of DC and AC motors and generators, electromechanical fundamentals, DC generators, DC motors, AC alternators, parallel operation, induction and synchronous motors, poly- and single-phase motors, two- and three-phase systems and transformers. (3 hr. Lecture, 2 hr. Lab)

**EET 2545 POWER TRANSMISSION** 3 crs.

(Prerequisite: EET 2515C) Theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment (generators, substation, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.). (3 hr. Lecture)

**EEN 1001 ENGINEERING PROBLEMS AND ORIENTATION** 1 cr.

Engineering problems solved through dimensional analysis, elementary vector analysis, slide rule and other computational techniques also provides a history, basic principles, development, opportunities and educational requirements for engineering. (1 hr. Lecture)

**EGS 1111C ENGINEERING GRAPHICS** 3 crs.

(Prerequisite: EET 1110 or equivalent) Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language. (2 hr. Lecture, 4 hr. Lab)

**EGS 2310 STATICS** 3 crs.

(Prerequisites: PHY 2053 and MAC 2311) Mechanics; force systems, coplanar and non-coplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures. (3 hr. Lecture)

**EMS 1119C EMERGENCY MEDICAL SERVICE TECHNOLOGY** 6 crs.

Survey of emergency medical services including medical, legal/ethical aspects, role of the EMT, CPR, patient assessment, care of wounds and fractures, airway maintenance,



medical and environmental emergencies, patient transport, emergency childbirth and extrication. Successful completion provides eligibility for Florida EMT certification exam. (1 hr. Lecture, 15 hr. Lab)

**EMS 1271 PARAMEDIC I** 2 crs.

(Prerequisite: Acceptance into Paramedic program) Paramedic roles and responsibility, EMS system, medical/legal aspects, communication, rescue and major incident response. (2 hr. Lecture)

**EMS 1271L PARAMEDIC SKILLS I LABORATORY** 3 crs.

(Prerequisite: Acceptance into Paramedic program) Practice hands-on skills. (6 hr. Lab)

**EMS 1272 PARAMEDIC II** 6 crs.

(Prerequisite: Acceptance into Paramedic program) Medical terminology, patient assessment, airway ventilation, shock, pharmacology, trauma, burn care, respiratory, cardiovascular, endocrine, nervous system, acute abdomen. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

**EMS 1272L PARAMEDIC SKILLS LAB II** 2 cr.

(Co-requisite: EMS 1272) Laboratory to accompany EMS 1272. (4 hr. Lab)

**EMS 1273L PARAMEDIC III** 6 crs.

(Prerequisite: Acceptance into Paramedic program and completion of EMS 1271, EMS 1272) Anaphylaxis, toxicology, alcoholism, drug abuse, infection disease, environmental emergencies, geriatric, pediatrics, OB/GYN, behavioral emergencies and advanced cardiac life support. Clinicals conducted in hospital ER, ICU, CCU, operating room, respiratory therapy and obstetrics. (6 hr. Lecture)

**EMS 1273L PARAMEDIC SKILLS LAB III** 2 cr.

(Co-requisite: EMS 1273, EMS 1465) Skills applications from EMS 1271L in scenarios. (4 hr. Lab)

**EMS 1294L CLINICAL/FIELD ROTATION I** 7 crs.

(Prerequisites: EMS 1271, EMS 1271L; co-requisites: EMS 1272, EMS 1272L) Selected fire rescue and hospital rotations. Students are responsible for patient care under clinical instructors. (14 hr. Lab)

**EMS 1295L CLINICAL/FIELD ROTATION II** 7 crs.

(Prerequisite: EMS 1294L) Selected fire rescue and hospital rotations. Students are

responsible patient care under clinical instructors. (14 hr. Lab)

**EMS 1331 AEROMEDICAL TRANSPORT** 3 crs.

(Prerequisites: Licensure as either: Paramedic, registered nurse, physician, respiratory therapist or American Heart Association ACLS certification) Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions. (3 hr. Lecture)

**ENC 0020 ENGLISH (College Preparatory)**<sup>4</sup>

A required review for students whose placement test scores indicate need for training in basic writing skills. Emphasizes basic mechanics of language, grammar, punctuation and spelling in writing unified and coherent paragraphs and essays. Graded Passing or Not Passing (P-N). (6 contact hours per week).

**ENC 0090 CLAST REVIEW FOR ENGLISH LANGUAGE SKILLS** 0 cr.

(Prerequisite: A score below the state-mandated passing level on the English language skills subtest of the CLAST) A review of college-level grammar and writing skills before retaking the English language skills subtest of CLAST. Sentence structure, grammar and word-choice skills will be stressed including skills in CLAST English language skills objectives.

**ENC 0091 CLAST REVIEW FOR ESSAY** 0 cr.

(Prerequisite: A score below the state-mandated passing level on the essay subtest of CLAST) A review in college-level essay writing before retaking the essay subtest of the CLAST. Writing skills included in the CLAST objectives will be emphasized.

**ENC 1101 FRESHMAN COMMUNICATIONS I**<sup>5</sup> 3 crs.

Fundamentals of expository essay writing, including thesis development; planning, drafting, and revising; rhetorical modes of exposition; and review of mechanics, syntax and grammar. Written work required: 6,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENC 1102 FRESHMAN COMMUNICATIONS II**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1101 or equivalent) Essay-writing skills for critical papers, persuasive arguments, and a library research

paper; includes style and tone of nonfictional prose; techniques of persuasion and argument; critical and interpretive reading of literature, and techniques and tools of library research. Written work required: 7,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENC 1121 HONORS FRESHMAN COMMUNICATIONS I**<sup>5</sup> 3 crs.

(Prerequisite: ACT score of 23 or above) For students with mastery of English fundamentals and proficiency in communications skills. Includes a sophisticated approach to reading and writing. Written Work: 6,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENC 1122 HONORS FRESHMAN COMMUNICATIONS II**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor) Continuation of ENC 1121 Advanced composition emphasizing creative expression. Written work: 7,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENC 1141 WRITING ABOUT LITERATURE**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1101 or equivalent) (May replace ENC 1102) Develops abilities to analyze and interpret short stories, novels, plays and poems; and to write about these literary forms critically, responsively and persuasively; includes a research paper. (recommended for English majors.) Written work: 7,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENC 1210 APPLIED COMMUNICATIONS**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1101 or equivalent) Preparation of manuals, oral reports, and professional memoranda such as handbooks and letters. Written work: 7,000 words. Does not satisfy A.A. degree program requirements. (3 hr. Lecture)

**ENL 2010 ENGLISH LITERATURE BEFORE 1798**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1101) Study of writings produced in the British Isles from the time of the Anglo-Saxons to 1798. Written work: 3,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENL 2020 ENGLISH LITERATURE AFTER 1798**<sup>5</sup> 3 crs.

(Prerequisite: ENC 1101) Study of writings produced in the British Isles from 1798

<sup>4</sup> Required of students entering the College with test scores indicating a need for developmental work before embarking on the college-level curriculum.

<sup>5</sup> This course meets the State Board of Education Rule 6A-10.30, Writing Skills.



to the present. Written work: 3,000 words. Requires C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**ENO 0015 CHILD CARE SUPERVISION**  
(School-Age Child Care)

Required to obtain child-care certification offered by Palm Beach Community College; includes child growth and development, activities for children for growth and learning, appropriate class management techniques, teacher-made games and activities and planning and evaluating activities.

**ENY 1002C BASIC ENTOMOLOGY** 3 crs.

Classification, behavior, anatomy, natural history and development of insects and other terrestrial arthropods emphasizing important economic pests and methods of insect control. (2 hr. Lecture, 2 hr. Lab)

**ENY 1102C INSECT IDENTIFICATION** 3 crs.

Laboratory and field-oriented emphasis on taxonomic keys and Gesalt form in identification of insects. (2 hr. Lecture, 2 hr. Lab)

**ENY 2224 HOUSEHOLD PEST CONTROL** 3 crs.

Identification, biology, life histories, inspection procedures and controls of general household pests, stored commodity pests and pests of commercial food handling establishments. (3 hr. Lecture)

**ENY 2227 WOOD-DESTROYING ORGANISMS** 3 crs.

Identification, biology, life history in structures and the operation and selection of tools and equipment will be demonstrated. (3 hr. Lecture)

**ENY 2662 PUBLIC HEALTH PEST CONTROL** 3 crs.

Arthropods affecting health of humans and domestic animals with emphasis on epidemiology of vector-borne diseases occurring in North America and arthropod parasites common to humans. (3 hr. Lecture)

**ENY 2940L PEST CONTROL CO-OP FIELD SERVICE** 3 crs.

Part-time employment with a pest-control firm for at least 15 hours per week for 15 weeks. Work experience approved under supervision of pest-control faculty. (15 hr. Lab)

**ESL 1021 COLLEGE PREP READING FOR ESOL** 0 crs.

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT/CPT scores or equivalent placement test) Preparatory reading course for students whose primary language is not American English and whose placement test scores indicate need for training in reading skills emphasizes academic reading, listening and speaking skills. (6 contact hours

per week).

**ESL 1041 COLLEGE PREP ENGLISH FOR ESOL** 0 crs.

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Must qualify for preparatory reading based on ACT/SAT/CPT scores or equivalent placement test. Designed for students whose primary language is not American English and whose placement test scores indicate a need for college preparatory instruction emphasizes expressive aspects of American English including listening, speaking and writing. (6 contact hours per week).

**ESL 1121T COLLEGE PREP READING FOR ESOL LEVEL II** 0 crs.

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 1021) Continuation of ESL 1021 focusing on developing critical reading skills through literature by reading short authentic English/American works. Exercises and class discussions develop listening-speaking skills. (3 contact hours per week).

**ESL 1181T COLLEGE PREP ENGLISH FOR ESOL LEVEL II** 0 crs.

(Prerequisites: 1) Must be a student whose primary language is not American English; 2) Successful completion of ESL 1041) Continuation of ESL 1041 emphasizes writing, speaking, listening, and pronunciation skills preparing students for ENC 1101 Freshman Communications I. (6 contact hours per week).

**EST 2541C SERVOMECHANISM AND INSTRUMENTATION** 4 crs.

(Prerequisite: EET 1015, EET 1025 or permission of instructor) Study of system function and components. Mathematics is introduced in sufficient depth to understand how a system transfer function is used in frequency response testing. Topics include potentiometers, servos, transducers, synchors, mechanical electrical characteristics, servomotors and generators, stability and frequency response. (3 hr. Lecture, 2 hr. Lab)

**ETD 1110C INTRODUCTION TO TECHNICAL DRAWING** 2 crs.

Beginning course for engineering and technology covering principles of graphic language, and is for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. (1 hr. Lecture, 3 hr. Lab)

**ETD 1525C FABRICATION DRAFTING** 3 crs.

(Prerequisite: EGS 1111 or permission of instructor) Extends drafting techniques into

industrial fields including sheet metal, welding, structural piping and topographical drafting. (2 hr. Lecture, 4 hr. Lab)

**ETD 1620C ELECTRICAL DRAFTING** 2 crs.

Electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. (1 hr. Lecture, 3 hr. Lab)

**ETD 2218 GEOMETRIC DIMENSIONING AND TOLERANCING** 2 crs.

(Co- or prerequisite: EGS 1111 or equivalent experience) Systems for controlling configuration of industrial parts. It provides language for design engineer, blueprint reader, etc., to communicate and control position, form and size of features through limit-toleranced dimensioning. (2 hr. Lecture)

**ETD 2331C AUTOLISP** 2 crs.

(Prerequisites: CGS 1470, CGS 2472) Introduces use, programming and debugging AutoLISP programs (2 hr. Lecture, 2 hr. Lab)

**ETD 2332 CUSTOMIZING AUTOCAD** 2 crs.

(Prerequisites: CGS 1470, CGS 2472) Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines includes DOS editors, flowcharting and debugging. (2 hr. Lecture, 2 hr. Lab)

**ETD 2350 MODELING IN 3D** 2 crs.

(Prerequisites: CGS 1470, CGS 2472) How to define, setup, modify and analyze 3D models in AutoCAD focusing on AME commands and supplied routines. (3 hr. Lecture, 1 hr. Lab) (8 week express term)

**ETD 2354 AUTOCAD UPGRADE** 1 cr.

(Prerequisites: CGS 1470, CGS 1472 or previous AutoCAD) Introduces revised or new commands for the most current version of AutoCAD. (2 hr. Lecture, 2 hr. Lab) (4 week express term)

**ETD 2455C MACHINE/MECHANICAL DRAFTING** 3 crs.

(Prerequisite: EGS 1111) Principles, practices and standards of machine drafting applied to industrial processes. Topics include jog and fixture design; punch and die set; gauging; and a project. (2 hr. Lecture 4 hr. Lab)

**ETD 2801C TECHNICAL ILLUSTRATION** 3 crs.

(Prerequisite: EGS 1111 or consent of instructor) Translation of orthographic drawings into three-dimensional, pictorial representations including Axonometric drawings; perspectives and illustration techniques in shading, rendering and airbrush. (1 hr. Lecture, 5 hr. Lab)

**ETG 1949C CO-OP: TECHNOLOGY I** 3 crs.

Coordinated work-study program reinforcing educational and professional growth



through involvement in classroom and field experience. The student and teacher-coordinator determine objectives for on-the-job technology assignments and is evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

#### ETG 2537C PROPERTIES AND TESTING OF MATERIALS 4 crs.

Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. (3 hr. Lecture, 2 hr. Lab)

#### ETG 2949C CO-OP: TECHNOLOGY II 3 crs.

Continuation of ETG 1949. (1 hr. Lecture, 10 hr. Lab)

#### ETI 1131: STATISTICAL PROCESS CONTROL (SPC) 3 crs.

Principles for implementing SPC, philosophy of continuous improvement, critical reasons for controlling variation and concept of "process" and "systems." Emphasis on interpretation and applications. Techniques include run chart and histograms; X-bar, range control charts; problem-solving tools; attribute control charts; and individuals/moving range control charts. (3 hr. Lecture)

#### ETI 1411C MANUFACTURING PROCESSES 3 crs.

Covers manufacturing materials and manufacturing methods. Through lecture, demonstration and practical applications, various types of machine tools, tooling, measuring and inspection procedures are covered. (2 hr. Lecture, 2 hr. Lab)

#### ETI 1481 INTRODUCTION TO ROBOTICS AND AUTOMATED MANUFACTURING 3 crs.

Concepts and applications of robotics and computer-aided manufacturing systems. Reviews history, development and classification of robots, components, operation and types of sensors and vision systems. A discussion of practical applications is illustrated with existing systems and the economic considerations of installing and operating automated systems. (3 hr. Lecture)

#### ETI 1605 SUCCESSFUL TEAM MANAGEMENT AND PROBLEM-SOLVING TECHNIQUES 3 crs.

Managing successful teams by developing strategies and management principles ensuring dynamic, effective teams. Topics include: creating shared purpose and realistic expectations; creating sound team structure; improving communications; interpersonal issues and behaviors; developing improvement methodology, problem-solving tools;

and guidelines for choosing appropriate team project. (3 hr. Lecture)

#### ETI 2132 ADVANCED STATISTICAL PROCESS CONTROL (SPC) 3 crs.

(Prerequisite: Statistical Process Control (ETI 1131) or permission of instructor.

Advanced methods of Statistical Process Control include: process capability analyses, Cp and Cpk; "Six Sigma" analysis; standard deviation; "S" control charts; "Step" control charts; Target control charts; Moving Average control charts; Measurement (gauge) system variation control; and Introduction to Experimental Design. Use "real world" examples is emphasized about applications, and achieve proficiency. (3 hr. Lecture)

#### ETI 2415C MANUFACTURING PLANNING AND TOOL DESIGN 4 crs.

(Prerequisites: ETI 1411C, ETM 2829 or equivalent experience) Planning for manufacturing and implications tool design principles have for manufacturing processes. Basic theory and practical applications will be emphasized. Manufacturing economics, machining and fabrication processes, tool and machine capacities, jigs, fixtures, gauging, inspection and metrology standards will be covered. (3 hr. Lecture, 2 hr. Lab)

#### ETI 2609 LEADERSHIP AND CONTINUOUS IMPROVEMENT MANAGEMENT 3 crs.

Elements of sustained continuous improvement by examining leadership styles and behaviors; employee empowerment; value-added management; and a proven framework for implementation. Total Quality Management (TQM) is presented in a comprehensive manner, stressing principles and practices including excellence, efficiency and effectiveness. (3 hr. Lecture)

#### ETI 2633 INDUSTRIAL RELATIONSHIPS 3 crs.

Practical understanding of union organization, industrial organization (large and small) and employer-employee relationships. Information on acquiring and holding an entry position including writing of Personal Data Sheet. (3 hr. Lecture)

#### ETM 1201 THERMODYNAMICS FOR TECHNOLOGY I 3 crs.

Basics of heat, work, and power applied to engineering and mechanical technologies at the introductory level for majors in energy, refrigeration or mechanical power system. (3 hr. Lecture)

#### ETM 2315C HYDRAULICS AND PNEUMATICS 3 crs.

(Co- or prerequisite: MAC 1114 or equivalent) Theory of hydraulic and pneumatic transmission and control. Theory and applied laboratory demonstrations and experiments emphasize industrial applications

utilizing hydraulics or pneumatics. (3 hr. Lecture)

#### ETM 2820 INTRODUCTORY MATERIALS ENGINEERING 3 crs.

(Prerequisite: High school chemistry or equivalent) Properties of materials, measurement and modification includes physical, chemical, thermal and electrical properties, structure of materials and changes. (3 hr. Lecture)

#### ETM 2829 MANUFACTURING CHEMICAL AND METALLURGICAL PROCESSES 3 crs.

(Prerequisites: ETI 1411C or ETM 2820 or permission of instructor) Chemical and metallurgical processes found in aerospace manufacturing. Processes are analyzed as to how and why it is done, results and negative impact. Basic principles of physics and chemistry are emphasized. Safety and procedures for hazardous materials are explored. (3 hr. Lecture)

#### EVS 0133 WASTE WATER TREATMENT C LEVEL

Theoretical, technical and practical knowledge for licensing as a C Level Water Treatment Plant Operator. Survey of plant processes with specific knowledge needed to safely operate processing units and applied training in the operation and maintenance of solution feed gas chlorination systems. Classroom, laboratory and hands-on training in a modular format emulates plug-in nature of water treatment plants. 155 hours of instruction are divided into 70 percent classroom and 30 percent plant site or laboratory experience.

#### EVS 0143 WATER TREATMENT B LEVEL

Water treatment process begun in Basic Treatment Plant Operations is continued covering treatment systems in large operations and concentrates on chemical and biological treatment. Intermediate Treatment Plant Operations stress issues and techniques for small plant managers and supervisors. Format consists of 14 modules requiring 144 contact hours providing requirements for Florida B Level Water Treatment educational component.

#### EVS 0153 WATER TREATMENT A LEVEL

Theoretical and technical knowledge to become a licensed A Drinking Water Treatment Plant Operator and is directed toward C and B Level Florida certifications holders and concentrates on two main areas; managing treatment plant operations and advanced and innovative techniques. Material will use problem-solving approach, critiqued as to cost, labor, materials and safety. 142 hours of instruction in modular format divided into



80 percent classroom (with about 50 percent workshops) and 20 percent plant site or laboratory experience.

**EVS 0333 WASTE WATER TREATMENT C LEVEL**

Theoretical and practical knowledge necessary for certification as a class C wastewater treatment plant operator. Includes microbiology, mathematics, problem-solving, mechanical maintenance and repair, record keeping and operational safety. 155 hours are approximately 40 percent field exercise performing operations under field conditions.

**EVS 0343 WASTE WATER TREATMENT B LEVEL**

Continuation of the waste water process begun in waste water treatment C level covering treatment systems typical of larger operations placing concentration on the biological aspects of treatment and stresses issues and techniques needed by small plant managers and supervisors. Format of six modules requiring 144 contact hours providing instruction required for Florida B Level Waste water Treatment educational component.

**EVS 0353 WASTE WATER TREATMENT A LEVEL**

Advanced wastewater treatment covering treatment of large operations along with advanced effluent disposal and sludge treatment handling stressing proper supervisory techniques in personnel, budget preparations and training programs. Format of six modules requiring 142 hours and provides instruction required for Florida A Level Waste water Treatment education component.

**FFP 1000 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY** 3 crs.

Philosophy and history of fire service; organization and functions of local, county, state, federal and private fire services; chemistry and physics of fire and theory of fire control. (3 hr. Lecture)

**FFP 1203 FIRE PREVENTION** 3 crs.

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. (3 hr. Lecture)

**FFP 1600 FIRE APPARATUS AND EQUIPMENT** 3 crs.

Fire-protection organization and equipment; basic fire-fighting tactics; public relations as affected by fire protection. (3 hr. Lecture)

**FFP 1640 FIRE HYDRAULICS** 3 crs.

Review of mathematics; hydraulic laws

and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems. (3 hr. Lecture)

**FFP 2100 FIRE ADMINISTRATION** 3 crs.

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment. (3 hr. Lecture)

**FFP 2130 COMPANY OFFICER LEADERSHIP I** 3 crs.

Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation and types of management used in fire service. (3 hr. Lecture)

**FFP 2150 INSTRUCTIONAL METHODOLOGY** 3 crs.

Principles, procedures and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures. (3 hr. Lecture)

**FFP 2240 FIRE INVESTIGATION AND ARSON DETECTION** 3 crs.

(Prerequisite: Enrollment limited to fire service and law enforcement agencies. Official identification required.) Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and preservation of evidence and laws governing arson and courtroom procedures. (3 hr. Lecture)

**FFP 2300 RELATED FIRE CODES AND ORDINANCES** 3 crs.

(Prerequisite: FFP 1203) National, state and local laws and ordinances in fire prevention and protection. (3 hr. Lecture)

**FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION** 3 crs.

Fundamental building construction and design; fire protection features; and special considerations. (3 hr. Lecture)

**FFP 2410 STRATEGIES FOR EMERGENCY MANAGEMENT** 3 crs.

Strategies for controlling emergency situations including fires inside buildings, high rise-fires, hazardous material incidents and mass casualty incidents. (3 hr. Lecture)

**FFP 2500 HAZARDOUS MATERIALS EMERGENCY OPERATIONS** 3 crs.

Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry. (3 hr. Lecture)

**FOL 1170 - 1179 FIELD TRIP STUDY - INTERNATIONAL** variable cr.

Travel-study courses introduce other cultures.

**FOS 1201 FOOD SERVICE SANITATION** 2 crs.

Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards and accident prevention. (2 hr. Lecture)

**FRE 1120 ELEMENTARY FRENCH I** 4 crs.

Basic knowledge of French grammar and composition, reasonable pronunciation and familiarity with life and culture of native speakers is provided. (4 hr. Lecture)

**FRE 1121 ELEMENTARY FRENCH II** 4 crs.

Continuation of FRE 1120. Reinforces basic skills and develops increased listening, speaking, reading, writing skills; grammar knowledge and cultural awareness. (4 hr. Lecture)

**FRE 1170 FRENCH IMMERSION STUDY PROGRAM** 6 crs.

[Prerequisite: Consent of instructor. No prior requisite; however, prior coursework in French recommended, (i.e., FRE 1120)] Three week, homestay study program providing opportunities to attain proficiency in French. (6 hr. Lecture)

**FRE 2200 INTERMEDIATE FRENCH I** 3 crs.

(Prerequisite: FRE 1121 or equivalent) In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Parallel to SPN 1200. (3 hr. Lecture)

**FRE 2201 INTERMEDIATE FRENCH II** 3 crs.

(Prerequisite: FRE 2200 or equivalent) Continuation of FRE 2200. Advanced grammar and composition is enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France. (3 hr. Lecture)

**FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I** 3 crs.

(Prerequisite: FRE 1121 or equivalent) Develops conversation skills in the language. Daily living experiences serve as topics for discussion and conversation in French. Intensive oral practice and vocabulary building are emphasized. (3 hr. Lecture)

**FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II** 3 crs.

(Prerequisite: FRE 2240 or equivalent) Continuation of FRE 2240. The topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice and vocabulary building are emphasized. (3 hr. Lecture)



**FSS 1100 MENU PLANNING AND MERCHANDISING** 3 crs.

Menu planning design, pricing with knowledge of proper advertising and merchandising of the food-service facility. (3 hr. Lecture)

**FSS 1210C BASIC FOOD PREPARATION** 3 crs.

Principles of food selection, preparation and meal management; buying food, serving meals and managing time, money and energy in the kitchen. (2 hr. Lecture, 2 hr. Lab)

**FSS 1220C PROFESSIONAL COOKING I** 3 crs.

(Co- or prerequisite: FOS 1201) Basic terms, tools and techniques for the professional kitchen. (2 hr. Lecture, 2 hr. Lab)

**FSS 1221C QUANTITY FOOD PRODUCTION I** 4 crs.

(Prerequisite: FSS 1210C or FSS 1220C) Practical experience in handling tools, materials and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe file development. (2 hr. Lecture, 4 hr. Lab)

**FSS 1222C QUANTITY FOOD PRODUCTION II** 4 crs.

(Prerequisite: FSS 1221C) Continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized. (2 hr. Lecture, 4 hr. Lab)

**FSS 1270 UNDERSTANDING WINE AND SPIRITS** 3 crs.

Overview of the wine and spirits trade beginning with basics of growing grapes and making wine, how to taste effectively, read and understand wine labels and geography. Beers, brews and art of brewing are covered. Sales, merchandising and retail security are discussed. (3 hr. Lecture)

**FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT** 3 crs.

Covers food service management industry operations stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included. (3 hr. Lecture)

**FSS 1941C FOOD SERVICE PRACTICUM** 3 crs.

(Co- and/or prerequisites: FSS 1210C and FSS 1221C) Experience-oriented learning exercise providing an awareness of differences in food service operations. (1 hr. Lecture, 6 hr. Lab)

**FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY** 3 crs.

Emphasis on selection and specification

requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications food items and paper and alcoholic beverages will be discussed. (3 hr. Lecture)

**FSS 2246C BAKING** 4 crs.

(Prerequisite: FSS 1210C or permission of instructor) Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized. (2 hr. Lecture, 4 hr. Lab)

**FSS 2248C PASTRY AND GARDE MANGER I** 4 crs.

(Co- or prerequisites: FSS 1210C, FSS 1221C) Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning. (2 hr. Lecture, 4 hr. Lab)

**FSS 2249C PASTRY AND GARDE MANGER II** 4 crs.

(Prerequisite: FSS 1210C, FSS 1221C, and FSS 2248C) Stresses specialty work of the garde manger, including tallow, ice sculpting, center pieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed. (2 hr. Lecture, 4 hr. Lab)

**FSS 2251 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE** 3 crs.

Basic principles and analysis of food management problems including work plans and schedules, labor and food-cost control, purchasing equipment use and care, sanitation and safety. (3 hr. Lecture)

**FSS 2500 FOOD AND BEVERAGE COST CONTROL** 3 crs.

Cost control systems of hotels and restaurants in purchasing, allocation and use of foods and beverages for profitable operations. (3 hr. Lecture)

**GCO 2230 PUMPING AND IRRIGATION SYSTEMS** 3 crs.

Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation and trouble shooting and job estimating for residential and commercial sites. (3 hr. Lecture)

**GEB 1011 INTRODUCTION TO BUSINESS** 3 crs.

Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) ac-

quire a better understanding of the workings of the free enterprise system, and (4) identify career opportunities. (3 hr. Lecture)

**GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION** 3 crs.

Introduction to cultural and world geography through a study of selected regions. Ecological and conservational problems are emphasized with an explanation of geographical materials and uses. (3 hr. Lecture)

**GER 1120 ELEMENTARY GERMAN I** 4 crs.

Basic knowledge of German grammar and composition, reasonable pronunciation and familiarity with culture of native speakers of the language is provided. Required one hour weekly listening to language laboratory recordings. Not offered to native speakers. (4 hr. Lecture)

**GER 1121 ELEMENTARY GERMAN II** 4 crs.

Continuation of GER 1120. Basic knowledge of German grammar and composition, reasonable pronunciation and familiarity with culture of native speakers. Reinforces basic skills and develops increase listening, speaking, reading and writing skills; grammar knowledge and cultural awareness. Required to spend one hour weekly listening to language laboratory recordings. Not offered to native speakers. (4 hr. Lecture)

**GEY 2000 GERONTOLOGY** 3 crs.

Human services approach to gerontology for the beginning professional includes psychological, sociological and biological factors with special emphasis on demography, income, employment, physical health, mental health, housing, transportation and criminal victimization. Also included are the Older Americans Act, the Area-wide Councils on Aging and the Multipurpose Human Services Resources. (3 hr. Lecture)

**GLY 1000 DESCRIPTIVE GEOLOGY** 3 crs.

Materials, structure and surface of Earth and processes which produced or shaped them. Laboratory exercises, demonstrations and field trips are included. (3 hr. Lecture)

**GRA 1500C GRAPHIC ARTS INDUSTRIES** 3 crs.

Field trips to printing, publishing, and other graphic arts firms and orientation to graphic arts materials and processes by use of laboratory demonstrations. (1 hr. Lecture, 4 hr. Lab)

**GRA 1501C GRAPHIC ARTS TECHNOLOGY I** 3 crs.

Introduction to printing processes including letterpress, offset, gravure, screen printing, xerography and duplicating techniques. Historical of printing and limitations of proc-



esses and types of work most appropriate for each reproduction process will be emphasized. Laboratory exercises include work with the graphic arts process camera, basic stripping and contact printing techniques. (2 hr. Lecture, 2 hr. Lab)

**GRA 1530C TYPOGRAPHY I** 3 crs.

(Prerequisite: ART 1230C) Introduction to selection and use of type faces and lettering styles for aesthetics and readability including historical development of printing types; principles of setting metal type, phototypesetting, and computerized typesetting; typeface classification; rules of good typographic practice; experience in setting headings, proofreading and field trips. (2 hr. Lecture, 2 hr. Lab)

**GRA 1531 TYPOGRAPHY II** 3 crs.

(Prerequisite: GRA 1530C) Continuation of GRA 1530C preparation for advanced study in graphic design or employment. (3 hr. Lecture)

**GRA 1545C INTRODUCTION TO GRAPHIC DESIGN** 3 crs.

(Prerequisites: GRA 1503C) Emphasizes tools, equipment and materials used in advertising, primarily those involved in publication includes layout procedures, mechanicals and registration. (2 hr. Lecture, 2 hr. Lab)

**GRA 1550C PACKAGE DESIGN** 3 crs.

(Prerequisite: ARF 2231C) Study of package graphics and visual presentation of products, point of purchase displays, graphic art and television advertisement. (2 hr. Lecture, 2 hr. Lab)

**GRA 1570C GRAPHIC REPRODUCTION PROCESSES** 3 crs.

Practical approach to producing line and halftone photography. Litho films, special effects and chemicals are covered. (2 hr. Lecture, 2 hr. Lab)

**GRA 1573C GRAPHIC ARTS TECHNOLOGY II** 3 crs.

(Prerequisite: GRA 1501C or permission of instructor) Process camera procedures used with continuous tone copy and halftone negative. Laboratory exercises include preparation of negatives and positives for plate making. (1 hr. Lecture, 4 hr. Lab)

**GRA 1743C ILLUSTRATION I** 3 crs.

(Prerequisite: ART 1301C, ART 2510C) Line art and ink wash illustrations will be investigated through still-life, landscape, fashion and architectural reproductions. Covers pencil, pen and ink, crayon and other media. Subject matter, detail, technique and handling are considered. (2 hr. Lecture, 2 hr. Lab)

**GRA 1746C ILLUSTRATION II** 3 crs.

(Prerequisite: ART 1743C, GRA 1743C and GRA 2800 or instructor's permission)

Covers painting mediums and styles to portray subject in accurate form. (2 hr. Lecture, 2 hr. Lab)

**GRA 1950C PRODUCTION GRAPHICS** 3 crs.

(Prerequisite: permission of instructor) Production of printed publications involving full spectrum of publication production graphics. Editorial management, design and layout, copywriting, photography and technical graphic arts are included. (1 hr. Lecture, 4 hr. Lab)

**GRA 2505C SCREEN PRINTING** 3 crs.

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Introduction to theory and practice of screen printing including stencil cutting, frame construction and photographic techniques in screen printing. Value, color separation and color percentages are introduced. (1 hr. Lecture, 4 hr. Lab)

**GRA 2508C INK AND COLOR** 3 crs.

Introductory course in mixing and color matching of printing inks manipulating inks to suit paper and press and basic requirements of ink for other particular applications. Paper manufacturing, selection of papers by usage and cost estimating are included. (1 hr. Lecture, 4 hr. Lab)

**GRA 2547C ENVIRONMENTAL GRAPHICS** 3 crs.

(Prerequisites: GRA 1530C, GRA 1550C) Covers orientation, direction and destination of pedestrian and vehicular traffic. (2 hr. Lecture, 2 hr. Lab)

**GRA 2784C GRAPHIC ARTS TECHNOLOGY III** 3 crs.

(Prerequisites: GRA 1501C and GRA 1573C or permission of instructor) Advanced training to individual needs and capabilities. Personal growth and development in advertising design, typography, copy preparation, process camerawork and stripping are emphasized. (1 hr. Lecture, 4 hr. Lab)

**GRA 2800C INTRODUCTION TO MACINTOSH GRAPHICS** 3 crs.

(Prerequisites: ART 1210C, ART 1300 C and GRA 1545C) Introductory course in Macintosh computer graphics for A.S. Design or Printing programs. (2 hr. Lecture, 2 hr. Lab)

**GRA 2820C ELECTRONIC PUBLISHING FOR THE MACINTOSH** 3 crs.

(Prerequisite: GRA 2800C) Desktop publishing for the A.S. Design or Printing Programs using Macintosh. (2 hr. Lecture, 2 hr. Lab)

**GRA 2940 GRAPHIC DESIGN INTERNSHIP** 3 crs.

(Prerequisite: All other Graphic Design courses required for A.S. 01-011 program. A

3.0 minimum GPA in major coursework and approval of division chair). A capstone of the Graphic Design 2-year A.S. program. The intern works in a studio setting or printshop, e.g., advertising agency, advertising department of a large company or in a commercial printing business and be involved in duties associated with the Graphic Arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours. (5 hr. Lab)

**HEV 0131 PARENTING SKILLS** 1 voc. cr.

Effective parenting skills in family living, home and resource management and child development and guidance. Child psychology overview to define the basis of the parent-child relationship including role of discipline, building self-esteem and establishing values for children. (30 hr. Lecture)

**HEV 0311 BUILDING FAMILY RELATIONSHIPS** 1 voc. cr.

Dealing with anger; self-esteem; assertiveness; conflict resolution; life planning; balancing career; family and leisure commitments; community resources and support systems are explored. (30 hr. Lecture)

**HEV 0314 PERSONAL FINANCE I** 1 voc. cr.

Provides families and individuals with practical information about developing and maintaining a healthy approach to managing their assets including budget, checking and savings accounts, banking relationships, credit and credit reports. (30 hr. Lecture)

**HEV 0315 PERSONAL FINANCE II** 1 voc. cr.

Supplements Personal Finance I covering consumer math, investing, insurance, taxes and financial planning, encouraging wise consumer choices about financial products and services by educating people as to what options are available in the marketplace and by applying basic mathematical skills to making choices. (30 hr. Lecture)

**HEV 0316 PURCHASING A HOME/AUTOMOBILE** 1 voc. cr.

General information about buying or selling a home. Subjects such as qualifying for a mortgage, real estate and title companies, taxes and insurance, points, closing, alternative housing options will be presented. The process involved in purchasing an automobile will be covered, highlighting the sale, down payment and financing issues, insurance, taxes, registration and negotiating the deal. (30 hr. Lecture)

**HEV 0334 FIRST AID AND CARDIOPULMONARY RESUSCITATION** 1 voc. cr.

Home first aid, safety precautions and emergency procedures will be outlined. Home safety rules and procedures for fire,



accident or other emergency will be prepared. Emergency phone numbers compiled and displayed at home. CPR will be taught in a lab setting, leading to certification by the American Heart Association. Disease prevention and the dangers of smoking, alcohol and drugs on health will be covered. (15 hr. Lecture, 15 hr. Lab)

#### **HEV 0471 HOME AND PROPERTY MAINTENANCE** 1 voc. cr.

Practical information for maintaining and managing a residence. Instruction and resources will be compiled in a do-it-yourself reference library. (30 hr. Lecture)

#### **HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS** 3 crs.

Historical development of the hospitality business, compare present scope of the business at the national, state and county level, differentiate departmental and job responsibilities in hotels and restaurants. (3 hr. Lecture)

#### **HFT 1342 HOSPITALITY EQUIPMENT LAYOUT AND DESIGN** 3 crs.

Design and layout of work areas, specifications of equipment, and design of facilities for maximum utilization taking in account cost, work safety and individual requirements. (3 hr. Lecture)

#### **HFT 1501 HOTEL/MOTEL SALES PROMOTION** 3 crs.

(Prerequisite: HFT 2510) Practical understanding of operating statements and how the sales effort fits into total earnings and profit picture of hospitality operations. (3 hr. Lecture)

#### **HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS** 3 crs.

Issues regarding individualized security programs, examines security and safety equipment and procedures, guest protection and internal security for asset protection and outlines OSHA regulations. (3 hr. Lecture)

#### **HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY** 3 crs.

Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry. (3 hr. Lecture)

#### **HFT 1850 DINING ROOM MANAGEMENT** 3 crs.

(Co- or prerequisite: FOS 1201) A blend of theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet

type and others); purchase and maintenance of chinaware, glassware, silverware and linen; wine and beverage service; sanitation and safety, personnel function in service management. (2 hr. Lecture, 4 hr. Lab)

#### **HFT 1860 BAR MANAGEMENT** 1 cr.

Covers: 1) alcohol laws and servers' responsibility; 2) basic mechanics and principles of bartending; and 3) basic understanding of production process of alcoholic beverages. (1 hr. Lecture)

#### **HFT 1949 CO-OP: HOSPITALITY MANAGEMENT I** 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine objectives for on-the-job hospitality management assignment. Student is evaluated by teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

#### **HFT 2042 HOSPITALITY MANAGEMENT INTERNATIONAL STUDY TOUR** 3 crs.

Examines how the hotel and restaurant industry operates in European countries. Visitation to hotels, restaurants and clubs, with lectures, are included.

#### **HFT 2220 PERSONNEL MANAGEMENT PRACTICES** 3 crs.

Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls. (3 hr. Lecture)

#### **HFT 2240 HOSPITALITY INDUSTRY COMPUTER SYSTEMS** 3 crs.

Overview of information needs of lodging and food service establishments: addresses essential aspects of computer systems, such as hardware, software and generic applications; focuses on computer-based property management systems for front office and back office functions; and focuses on computer-based management systems for service-oriented and management-oriented functions. (3 hr. Lecture, 1 hr. Lab)

#### **HFT 2250 BASIC ACCOUNTING FOR THE HOSPITALITY INDUSTRY** 3 crs.

The study of the principles of accounting as it applies to the hospitality industry. (3 hr. Lecture)

#### **HFT 2300 HOUSEKEEPING MANAGEMENT** 3 crs.

A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies. (3 hr. Lecture)

#### **HFT 2313 HOTEL AND RESTAURANT PROPERTY MANAGEMENT** 3 crs.

Study of engineering systems in lodging and food-service establishments. Emphasis is given to blueprint interpretations, basic electrical systems, plumbing, swimming pools, air-conditioning systems, etc. (3 hr. Lecture)

#### **HFT 2410 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES** 3 crs.

Study of functions, procedures and organization of front office department in a medium and large hotel. Emphasis on reservations and front-office psychology. (3 hr. Lecture)

#### **HFT 2434 CLUB MANAGEMENT** 3 crs.

Basic management of clubs and resorts. Covers private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels. (3 hr. Lecture)

#### **HFT 2463 FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II** 3 crs.

(Prerequisite: HFT 2250) Intermediate-level concepts relating to financial accounting for the hospitality industry. (3 hr. Lecture)

#### **HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS** 3 crs.

The study of marketing principles associated with the promotion of lodging and food service businesses. (3 hr. Lecture)

#### **HFT 2600 LEGAL ASPECTS OF HOTEL AND FOOD SERVICE ADMINISTRATION** 3 crs.

The study of laws applicable to the ownership and operation of places of public hospitality. (3 hr. Lecture)

#### **HFT 2949 CO-OP: HOSPITALITY MANAGEMENT II** 3 crs.

Continuation of HFT 1949. (1 hr. Lecture, 10 hr. Lab)

#### **HHH 2367 TEXTILES FOR THE INTERIORS** 3 crs.

(Prerequisite: CTE 1401 is recommended, not required.) Examines window treatments and upholstered furniture, construction techniques and how to measure and compute fabric needs, estimating floor covering and wall treatments. (3 hr. Lecture)

#### **HIS 2950 TRAVEL/STUDY: BRITISH HISTORY (I)** 3 crs.

Lectures at Cambridge University, England, on one of the following: An Outline of British History I, II or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History.



**HIS 2951 TRAVEL/STUDY:****BRITISH HISTORY (2) 6 crs.**

Lectures at Cambridge University, England, on two of the following: An Outline of British History I, II or III, the History of Shakespeare's England, Britain in the Modern World, Twentieth-century British History.

**HLP 1081 PHYSICAL FITNESS I 1 cr.**

Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included. (2 hr. Lab)

**HSC 1002L INTRODUCTION TO ALLIED HEALTH 2 crs.**

Prepares for study in allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, Universal precautions, CPR, basic medical terminology, risk management, basic computer literacy and the study of health-care regulation and systems. (2 hr. Lab)

**HSC 1400 STANDARD FIRST AID AND CPR 1 cr.**

Provides skills meeting certification requirements by the American Red Cross; includes CPR certification. (2 hr. Lab)

**HSC 1500 AIDS: A HUMAN CONCERN 3 crs.**

Provides comprehensive and current information on AIDS with specific insights on how AIDS affects all lay persons and health care professionals alike. Included are clinical manifestations, psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political and economic implications. How AIDS affects both patient and health care (and allied) professionals. Other information includes AIDS resources, safe sex and HIV testing. (3 hr. Lecture)

**HSC 2133 HUMAN SEXUALITY EDUCATION 3 crs.**

Provides scientific knowledge about sexuality to promote good health for themselves, their family and society includes in-depth information on topics of human sexual biological systems and responses, reproduction and birthing/control, gender identity/role/relationships, sexuality through the life cycle, sexual relationships/individuality and sexual values, sexual dysfunction and therapy, sociosexual problems and sexually transmitted diseases/AIDS. Meets requirements of Florida State Board of Education Rule for education concerning human sexuality for grades K-12. (3 hr. Lecture)

**HSC 2140 DRUG EDUCATION 3 crs.**

An introduction to the effects of drugs on human behavior and society. Included are biological and historical information about drugs, social scientific aspects of drug use and misuse, pharmacological effects on mind

and body. Meets requirements of Florida State Board of Education Rule for education concerning drugs including alcohol for grades K-12. (3 hr. Lecture)

**HSC 2200 HEALTH CONCEPTS AND STRATEGIES 3 crs.**

Scientific knowledge for the promotion of good health for individuals, their family and society. Current health findings are used to establish an awareness of health needs to understand ourselves biologically, emotionally and socially. (3 hr. Lecture)

**HSC 2204 COMMUNITY HEALTH EDUCATION 3 crs.**

(No prerequisite; HSC 2200 recommended) Introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of programs, major contemporary health problems and related health education and community functions. (3 hr. Lecture)

**HUM 2740 HUMANITIES OVERSEAS STUDY TOUR 3 crs.**

Study of cultures of countries other than the United States; includes classroom and on-site visits to cultural and artistic locations in countries visited. (3 hr. Lecture)

**HUN 1001 BASIC NUTRITION 2 crs.**

Fundamental principles, findings, concepts and applications of normal nutrition for the food service industry. (2 hr. Lecture)

**HUN 1201 ELEMENTS OF NUTRITION 3 crs.**

Explores principles necessary to promote optimum nutrition throughout the life cycle. Consideration for the changing nutritional scene and areas of controversy. Emphasis on nutritional practices. (3 hr. Lecture)

**HUN 1501 COMMUNITY NUTRITION 3 crs.**

(Prerequisite: HUN 1201) Utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. (2 hr. Lecture, 2 hr. Lab)

**HUS 1003 INTRODUCTION TO HUMAN SERVICES 3 crs.**

An orientation to the field of human services, history, current concepts and roles are reviewed and discussed. Community services and resources; new approaches to meeting human needs; knowledge, skills and attitudes essential to the beginning professional are investigated. (3 hr. Lecture)

**HUS 1100 COUNSELING AND INTERVIEWING 3 crs.**

Skills, knowledge and attitudes of counseling and problem-solving as used in a

therapeutic relationship. Using a combination of teaching techniques, including demonstration, exercises, practice, reading assignments and field work, the course develops counseling skills for the client-counselor relationship. (3 hr. Lecture)

**HUS 1200 PRINCIPLES OF GROUP DYNAMICS 3 crs.**

A course designed to help students realize potential for growth and to increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications and problem-solving. (3 hr. Lecture)

**HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON 3 crs.**

Emphasizes skills, knowledge and attitudes needed by human services professionals for chemically dependent persons. The pathology of chemical dependency and knowledge of resources are discussed, and individual and group counseling techniques are required. (3 hr. Lecture)

**HUS 1850 FIELD WORK IN HUMAN SERVICES I 2 crs.**

(Prerequisite: HUS 1003 and HUS 1100) Roles and function, programs and services of human services organizations, including not-for-profit agencies. Additionally, the private sector of human services organizations and the individuals involved are studied. (2 hr. Lecture)

**HUS 1850L FIELD WORK IN HUMAN SERVICES I INTERNSHIP 2 crs.**

(Co-requisite: HUS 1850) Each student is assigned to a human services program for 12 hours weekly, for eight weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the-job training includes interviewing and counseling clients and their families, assessment and planning, monitoring and observation, problem-solving, participating in group and individual therapy, intervention and treatment and linking clients with community resources. (6 hr. Lab)

**HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE 3 crs.**

(Prerequisite: PSY 2012) Current systems of psychotherapy including terminology, modality types and effectiveness regarding specific syndromes and/or dysfunctions. (3 hr. Lecture)

**HUS 2851 FIELD WORK IN HUMAN SERVICES II 2 crs.**

(Prerequisite: HUS 1850) Continuation of HUS 1850. (2 hr. Lecture)

**HUS 2851L FIELD WORK IN HUMAN SERVICES II INTERNSHIP 2 crs.**

(Co-requisite: HUS 2851) Second module of field work to enable each student to par-



ticipate in a second area of on-the-job training. Students continue to work under supervision and maintain a daily journal of their experiences. (6 hr. Lab)

**IDS 1185 HUMAN ISSUES: PROBLEMS AND ANALYSIS (Honors Course)** 3 crs.

The class will select a theme on human and global issues as a focus. Techniques of information gathering are presented as interest groups set goals and gather information to prepare a videotaped presentation (3 hr. Lecture)

**IDS 2109 CLAST REVIEW COURSE** 3 crs.

(Prerequisite: completed 30 semester hours of college cr. courses including 15 of the 18 hours required under the Gordon Rule) Review of competencies tested on the state-mandated CLAST examination. Topics include the essay, writing, reading and computation subtests. (3 hr. Lecture)

**IDS 2164 LEADERSHIP DEVELOPMENT** 3 crs.

(Prerequisite: completed 24 hours including ENC 1101, ENC 1102, and SPC 1600 with a CGPA of at least 3.0. With permission of the instructor, any and/or all prerequisites may be waived.) Focuses on development of leadership ability and effective leadership including developing a personal philosophy of leadership, developing leadership potential and integrating theory with application in a group setting. (3 hr. Lecture)

**IND 1012C INTRODUCTION TO INTERIOR DESIGN** 3 crs.

Defines the principles of interior design and their applications. Its purpose is to acquaint the student with residential design problems like space planning, furniture selection and arrangement. (2 hr. Lecture, 2 hr. Lab)

**IND (TBA) INTRODUCTION TO INTERIOR DESIGN GRAPHICS** 1 cr.

(Co-requisite: IND 1012C) Basic drawing course for the beginning interior design student introducing drafting and graphic standards used in design. (1 hr. Lecture, 1 hr. Lab)

**IND (TBA) COLOR AND DESIGN FUNDAMENTALS** 3 cr.

Introduction to the use and properties of color in two and three dimensional design stressing color and design theory. (2 hr. Lecture, 2 hr. Lab)

**IND 1015C RESIDENTIAL INTERIOR DESIGN** 3 crs.

(Corequisite: BCN 2253C)(Prerequisites: IND 1012C) In this course students apply creative problem solving skills in designing residential interiors. An emphasis is placed on space planning, furniture arrangement, wall elevations, interior details, furniture and finish selections as well as graphic skills and

presentation techniques. (2 hr. Lecture, 2 hr. Lab)

**IND 1019C COMMERCIAL INTERIORS I** 3 crs.

(Corequisite TAR 1120C)(Prerequisite: BCN 2253 and IND 1015C). This course is intended to introduce the interior design student to the complexities of nonresidential interiors. The complete design process; including space planning, human factors, technical issues, furniture and material selection and code requirements will be examined. (2 hr. Lecture, 2 hr. Lab)

**IND 1430C INTERIOR DESIGN TECHNICAL SYSTEMS** 3 crs.

(Prerequisite: IND 1012C, IND 1015C and 1010C) This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in commercial and residential applications. It also provides the student with an understanding of mechanical and plumbing systems and explores the environmental aspects of interior design. (2 hr. Lecture, 2 hr. Lab)

**IND 2010C COMMERCIAL INTERIORS II** 3 crs.

(Prerequisite: IND 1019C, IND 2101, IND 2331C or 2332C) This course requires the advance interior design student to utilize all previously learned design skills to produce and understand comprehensive commercial design projects. Emphasis is on programming, special analysis, code restrictions, complete furniture selection and budget limitations. Complete design drawings will be stressed to aid in visual communications. (2 hr. Lecture, 2 hr. Lab)

**IND 2011 BUSINESS PROCEDURES FOR INTERIOR DESIGNERS** 3 crs.

(Co-requisite: IND 2010C) Business processes including contracts, pricing, profits and invoicing. (3 hr. Lecture)

**IND 2100 HISTORY OF INTERIORS I** 3 crs.

History of architecture, interiors and furniture from antiquity to the Industrial Revolution including architectural details, fabrics and accessories. (3 hr. Lecture)

**IND 2130 HISTORY OF INTERIORS II** 3 crs.

History of architecture, interiors, and furniture from late 19th century to the 20th century including architectural details, fabrics and accessories. (3 hr. Lecture)

**IND 2331C INTERIOR RENDERING** 3 crs.

(Prerequisite: IND 1015C) Architectural rendering techniques for interiors and some exterior problems are included. (2 hr. Lecture, 2 hr. Lab)

**IND 2332C MODEL BUILDING** 3 crs.

(Prerequisite: IND 1015C) Explores con-

struction methods and techniques necessary to translate architectural and interior drawings into three-dimensional scale models. (2 hr. Lecture, 2 hr. Lab)

**IND 2420 PRODUCTS AND MATERIALS OF INTERIOR DESIGN** 3 crs.

In-depth study and examination of products and materials used in commercial and residential environments including function, durability aesthetics and liabilities of a broad spectrum of surfaces and finishes and introduce proper specification notation. (3 hr. Lecture)

**IND 2527C ADVANCED PORTFOLIO INTERIOR DESIGN** 3 crs.

(Prerequisite: IND 2331C or IND 2332) Preparation for entry into the professional world of interior design. A final portfolio of presentation techniques will be developed to use for employment, professional accreditation or to show prospective clients. (2 hr. Lecture, 2 hr. Lab)

**IND 2941C INTERIOR DESIGN INTERNSHIP** 3 crs.

Preparation to enter the profession of interior design. The student will acquire practical experience by working in a professional interior design business. (2 hr. Lecture, 2 hr. Lab)

**INR 2002 INTERNATIONAL RELATIONS** 3 crs.

(Prerequisites: POS 1001 or POS 2041 and/or ECO 2013 or consent of instructor) Examines international relations systems as a framework for analyzing and comparing the world's political systems; including issues in international law, diplomacy and the role of the United Nations. (3 hr. Lecture)

**IPM 1301 PESTICIDES** 3 crs.

Introduction to role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied. (3 hr. Lecture)

**ISS 2202 CANADIAN STUDIES** 3 crs.

Multicultural, interdisciplinary international studies course on selected issues pertaining to Canada. Includes geography, history, politics and economics in a multicultural perspective encompassing an examination of native peoples, Anglo-Canadians and Franco-Canadians and how these groups determine Canadian identity. A review of historical and contemporary literature traces the development of Canadian national consciousness and addresses issues in Canadian foreign policy and international relations. (3



hr. Lecture)

**ITA 1120 ELEMENTARY ITALIAN I** 4 crs.

Basic knowledge of Italian grammar and composition, reasonable pronunciation and familiarity with culture of native speakers of the language is provided. (4 hr. Lecture)

**ITA 1121 ELEMENTARY ITALIAN II** 4 crs.

Continuation of ITA 1120. Reinforces basic skills by developing increased listening, speaking, reading, writing skills, grammar and cultural awareness. (4 hr. Lecture)

**ITA 2200 INTERMEDIATE ITALIAN I** 3 crs.

(Prerequisite: ITA 1121 or equivalent) Review of basic structure of spoken and written Italian. Readings in Italian on an elementary level are required and students are required to spend one hour per week listening to language laboratory recordings. (3 hr. Lecture)

**ITA 2201 INTERMEDIATE ITALIAN II** 3 crs.

(Prerequisite: ITA 2200 or equivalent) Continuation of ITA 2200. There are readings in Italian on the intermediate level. (3 hr. Lecture)

**JOU 1100 BASIC WRITING FOR MASS COMMUNICATION** 3 crs.

Fundamentals of news-evaluation, interviewing procedures, information gathering, news writing and news editing including writing leads, organizing a story and use of quotes and attributions are covered. Libel laws and ethics of journalism are covered and ability to type at least 40 words per minute. Required for journalism majors. (3 hr. Lecture)

**JOU 2103 REPORTING AND WRITING TECHNIQUES** 3 crs.

(Prerequisite: JOU 1100 or equivalent or permission of division chair) Techniques of writing and reporting special types of news articles including investigative reporting, features, public-affairs reporting and editorial/column writing. Required for journalism majors. (3 hr. Lecture)

**LEI 1000 INTRODUCTION TO RECREATION AS A PROFESSION** 3 crs.

Study of theory and development, history, philosophy, current trends and fields of employment includes social and economic developments influencing present and future leisure and recreation. (3 hr. Lecture)

**LEI 1260 INTRODUCTION TO OUTDOOR RECREATION** 3 crs.

Theory and skills in outdoor recreation includes political, social and economic forces affecting outdoor recreation profession. (3 hr. Lecture)

**LEI 1310 LEADERSHIP IN RECREATION** 3 crs.

Recreation leadership techniques and principles of group dynamics as applied to recreation planning and organizing recreational activities. (3 hr. Lecture)

**LEI 1603 MAINTENANCE, CARE AND SCHEDULING OF RECREATION FACILITIES** 3 crs.

Explores maintenance, care and scheduling of recreation facilities including planning of recreation areas, care and repair of equipment and supplies, purchasing of and design of new facilities. (3 hr. Lecture)

**LEI 1920C FIELD STUDY I** 2 crs.

Prerequisite to preparation for entry-level positions with on-the-job experience under supervision. (1 hr. Lecture, 4 hr. Lab)

**LEI 2220 SOCIAL RECREATION** 3 crs.

Emphasis is placed on methods, materials, and techniques of planning, organizing and conducting social recreational activities. (For Recreation majors) (3 hr. Lecture)

**LEI 2431 ORGANIZING, PLANNING AND PROGRAMMING ACTIVITIES** 3 crs.

Essential skills and techniques of planning and organizing weekly, monthly and seasonal programs, tournaments, contests and special events. (3 hr. Lecture)

**LEI 2544 FACILITY OPERATIONS** 3 crs.

Introduction to management and supervisory techniques and practices for effective operation of facilities. (3 hr. Lecture)

**LEI 2700C RECREATION FOR THE AGING AND SPECIAL POPULATION** 3 crs.

Knowledge and skills in recreational activities for the ill, aging and physically and mentally handicapped. (2 hr. Lecture, 2 hr. Lab)

**LEI 2702 INTRODUCTION TO THERAPEUTIC ACTIVITY** 3 crs.

Explores communicative and administrative skills; cognitive and affective domains of physical and psychosocial aspects of aging; activities and adaptations; volunteer-

ism; and program concepts for activity coordinators. (3 hr. Lecture)

**LEI 2940C FIELD STUDY II** 2 crs.

(Prerequisites: All recreation specialist core courses with a grade of C or better) Practical application of classroom knowledge in city or county setting. Supervision provided by recreation professionals. (8 hr. Lab)

**LIT 2110 WORLD LITERATURE TO 1600** 3 crs.

(Prerequisite: ENC 1101) Study of selected works of ancient, medieval, and Renaissance worlds. Written work: 3000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**LIT 2120 WORLD LITERATURE AFTER 1600** 3 crs.

(Prerequisite: ENC 1101) Study of selected world masterpieces from approximately 1600 to the present day. Written work: 3,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**LIT 2950 TRAVEL/STUDY: BRITISH LITERATURE (1)** 3 crs.

Lectures at Cambridge University, England, on one of the following: Shakespeare's Texts I, II or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists, Twentieth-century Novelists and Twentieth-century Poetry. Fulfills the general education requirement for literature. Written work: 3,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**LIT 2951 TRAVEL/STUDY: BRITISH LITERATURE (2)** 6 crs.

Lectures at Cambridge University, England, on two of the following: Shakespeare's Texts I, II or III, Shakespeare's Contemporaries, Romanticism in English Literature, Romantic Poetry, the History of English Drama, Nineteenth-century Novelists Twentieth-century Novelists and Twentieth-century Poetry. Fulfills the general education requirement for literature. Written work: 6,000 words. Requires a C or better for transfer for A.A. degree credit. (6 hr. Lecture)



**MAC 1102 ALGEBRA FOR COLLEGE STUDENTS** 3 crs.

(Prerequisites: MAT 1033 Intermediate Algebra) or a suitable score on the placement test together with two years of high school algebra) Emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. (3 hr. Lecture)

**MAC 1114 TRIGONOMETRY** 3 crs.

(Prerequisite: MAC 1140 or adequate score on placement test together with two years of high school algebra. Students having C or better in MAC 1102 and whose programs do NOT require calculus may enroll in MAC 1114.) Trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers and analytic geometry (the conic section). (3 hr. Lecture)

**MAC 1140 PRECALCULUS** 3 crs.

(Prerequisites: a suitable score on the placement test together with two years of high school algebra or MAC 1102 College Algebra) Relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and Binomial Theorem. (3 hr. Lecture)

**MAC 2233 SURVEY OF CALCULUS** 3 crs.

(Prerequisite: MAC 1102 with a B or higher or MAC 1140 preferred) Not open to students who have credit in MAC 2311. Study of rates of change, derivatives and integration with applications to business. (3 hr. Lecture)

**MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I** 4 crs.

(Prerequisite: MAC 1114 and MAC 1140 or adequate score on placement test and high school trigonometry) First of a three-term sequence. Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. (4 hr. Lecture)

**MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II** 4 crs.

(Prerequisite: MAC 2311) The second of a three-term sequence. Topics included are techniques of integration, conic sections, po-

lar coordinates, parametric equations, applications and infinite series. (4 hr. Lecture)

**MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III** 4 crs.

(Prerequisite: MAC 2312) The third of a three-term sequence. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals. (4 hr. Lecture)

**MAN 1949A CO-OP: MIDMANAGEMENT I** 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job midmanagement assignment. Student is evaluated by teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**MAN 1949B CO-OP: MIDMANAGEMENT II** 3 crs.

Continuation of MAN 1949A. (1 hr. Lecture, 10 hr. Lab)

**MAN 2021 PRINCIPLES OF MANAGEMENT** 3 crs.

Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces. (3 hr. Lecture)

**MAN 2800 SMALL BUSINESS MANAGEMENT** 3 crs.

In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel. (3 hr. Lecture)

**MAP 2302 DIFFERENTIAL EQUATIONS** 3 crs.

(Prerequisite or co-requisite: MAC 2313) Ordinary differential equations the Laplace transform, differential operators systems of equations, orthogonal trajectories, electric networks and inverse transforms. (3 hr. Lecture)

**MAR 2011 PRINCIPLES OF MARKETING** 3 crs.

Emphasizes planning marketing strategy includes: macro role in society and micro role of business, external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing marketing mix of product, place promotion and price. (3 hr. Lecture)

**MAT 0118 CLAST REVIEW FOR MATHEMATICS** 0 cr.

(Prerequisite: A score below the state-mandated passing level on the mathematics skills subtest of CLAST) Intensive review in college-level mathematical skills before re-taking the CLAST mathematics subtest of CLAST. Algebra, arithmetic, geometry, statistics and logic are covered.

**MAT 1024 BASIC ALGEBRA.**<sup>8</sup> 0 crs.

Prepares students for MGF 1104 and/or MAT 1033 and covers basic algebra and geometry concepts and applications, including the real number system, polynomials, linear equations, exponents and radicals, quadratic equations and work as necessary in arithmetic prealgebra skills. Graded Passing or Not Passing (P or N). Six contact hours per week. (3 hr. Lecture, 3 hr. Lab)

**MAT 1033 INTERMEDIATE ALGEBRA** 3 crs.

(Prerequisite: Successful completion of MAT 1024 or one year of high school algebra AND adequate score on placement test) Preparation for MAC 1102. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. (3 hr. Lecture)

**MCB 1000 MICROBIOLOGY** 3 crs.

(Prerequisite: BSC 1085 OR BSC 1010) Study of microorganisms with emphasis on pathogens. Characteristics, control and genetics of pathogens and defense mechanisms of the host are stressed. For Allied Health majors only. (3 hr. Lecture)

**MCB 1000L MICROBIOLOGY LABORATORY** 1 cr.

(Co-requisite: MCB 1000) Laboratory to accompany MCB 1000. (2 hr. Lab)

**MGF 1050 OVERCOMING MATH ANXIETY** 1 cr.

Helps students overcome math anxiety and become successful in mathematics courses. Focus on diagnosing students' effective learning techniques, to improve students' math study habits and test-taking skills, while reducing test anxiety. (1 hr. Lecture)

**MGF 1104 MATHEMATICS FOR COLLEGE STUDENTS** 3 crs.

(Prerequisites: MAT 1024 Elementary Algebra OR adequate score on the placement exam and one year of high school algebra) Mathematical and computational skills essential for success in liberal arts areas. Provides essential skills in probability and statistics, sets, logic and numeration systems



and to prepare them for the CLAST. (3 hr. Lecture)

**MGF 1109 RATIO AND PROPORTION FOR NURSING (Only)** 1 cr.

Study of ratio, proportion and variation, the metric system, the Apothecaries system, medication from tables, solution and geriatric, I.V. and piggyback medication. (1 hr. Lecture)

**MGF 1111 GEOMETRY** 1 cr.

A study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement and construction. (1 hr. Lecture)

**MGF 1112 LOGIC** 1 cr.

Analysis of sentence structure and truth values includes valid and invalid arguments and methods of proof. (1 hr. Lecture)

**MKA 1041 PRINCIPLES OF RETAILING I** 3 crs.

Study of principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention given to problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. (3 hr. Lecture)

**MKA 1511 ADVERTISING/PUBLIC RELATIONS** 3 crs.

This course has been planned for students wanting strong preparation in the field of advertising. Students learn both a practical and theoretical approach to the study of advertising. Includes an overview of the history of advertising, research and planning, creative elements, the planning stage required for successful advertising and the actual execution of an advertising campaign. (3 hr. Lecture)

**MKA 2021 SALESMANSHIP** 3 crs.

Preparation for entry into sales careers. Topics include buyer characteristics and behavior patterns, prospecting, planning and delivering the presentation, handling objections, and closing the sale; dealing with legal, social, ethical and personal responsibilities of the salesperson; and nature and scope of sales management. (3 hr. Lecture)

**MKA 2042 PRINCIPLES OF RETAILING II** 3 crs.

(Prerequisite: MKA 1041 Principles of Retailing I) Covers retail product merchandising including basic merchandise knowledge; display; men's; women's and children's inner and outer apparel items; and home goods. (3 hr. Lecture)

**MKA 2752 INTERNATIONAL MARKETING** 3 crs.

Basic marketing principles presented from an international point of view. Covers pricing, advertising methods and channels of distribution on an international level. Students make actual visit to a foreign corporation. Classroom work before and after the overseas trip will be required. (3 hr. Lecture)

**MMC 1000 SURVEY OF COMMUNICATIONS** 3 crs.

Surveys the development of communications media including present problems facing the press. Special emphasis on newspapers, radio and television, requirements, opportunities and responsibilities to the public. This course is required for journalism majors. (3 hr. Lecture)

**MMC 1949C MASS MEDIA INTERNSHIP I** 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job communications assignment. The student is then evaluated by the teacher-coordinator and the immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**MMC 2949C MASS MEDIA INTERNSHIP II** 3 crs.

Continuation of MMC 1949C. (1 hr. Lecture, 10 hr. Lab)

**MNA 1453 POSTMASTER ADMINISTRATION** 3 crs.

In-depth knowledge of services and duties performed by postmasters, including postal procedures and managing associate post office facilities. (3 hr. Lecture)

**MNA 1454 POSTAL SERVICE MARKETING** 3 crs.

Knowledge of marketing the products of the Postal Service and programs and procedures to maximize a positive image while maintaining productivity. (3 hr. Lecture)

**MNA 1394 POSTAL FINANCE I** 3 crs.

Explores how postal revenue is received and controlled. Procedures of the Board of Governors and the Postal Rate Commission are explained, along with a review of the Postmaster General's Annual Report and explanation of three major sources of postal revenue. Other areas covered are budgeting, financial accounting and reporting, time-keeping, travel regulations and administrative services. (3 hr. Lecture)

**MNA 2100 HUMAN RELATIONS** 3 crs.

Explores objectives in human relations and develops techniques for accomplishing these objectives. Topics include: motivation, morale, productivity, organization, commu-

nications, work and incentives, leadership and executives and their roles. (3 hr. Lecture)

**MNA 2303 INTRODUCTION TO PUBLIC PERSONNEL MANAGEMENT** 3 crs.

(Prerequisite: POS 2112 or permission of instructor) Concentrates on the major issues facing the manager of public employees including selection and promotional process, performance appraisal systems, labor relations, employee rights and concerns of public sector employment. (3 hr. Lecture)

**MNA 2345 PRINCIPLES OF SUPERVISION** 3 crs.

Overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor. (3 hr. Lecture)

**MNA 2397 POSTAL EMPLOYEE RELATIONS** 3 crs.

Covers functions of the employee relations office in relation to the services it provides for postal employees. Including policies and practices concerning selection, placement, training, and promotion of employees, self-development training programs, EEO practices, insurance and retirement benefits, awards programs, salary schedules, safety and health. (3 hr. Lecture)

**MNA 2398 POSTAL LABOR RELATIONS** 3 crs.

Overview of laws and practices related to labor-management in the Postal Service. Emphasis on national and local agreements, various bargaining units and associations in the U.S. Postal Service, grievance procedures, disciplinary action and National Labor Relations Board. (3 hr. Lecture)

**MNA 2399 POSTAL FINANCE II** 3 crs.

Continuation of MNA 1394, Finance I. Provides extensive understanding of financial management principles in the Postal Service including Public Law 91-375, Postal Reorganization Act of 1970, and Fiscal Handbook F-1, Financial and Cost Controls. (3 hr. Lecture)

**MNA 2451 MAIL PROCESSING** 3 crs.

An introduction to mail processing operations emphasizing automated, mechanized and manual mail processing operations. (3 hr. Lecture)

**MNA 2452 POSTAL CUSTOMER SERVICES** 3 crs.

Covers mail delivery and collection systems within the Postal Service and management's approach to delivery services. (3 hr. Lecture)



**MRE 2001 MEDICAL TERMINOLOGY**

3 crs.

Preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized. (3 hr. Lecture)

**MTB 1103 BUSINESS MATHEMATICS**

3 crs.

Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities. (3 hr. Lecture)

**MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC I**

3 crs.

Introduction to basic hardware components (tape recorder, mixer, synthesizer, computer) and functions in electronic music. (3 hr. Lecture)

**MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II**

3 crs.

(Co- or prerequisite: MUC 2301 or permission of instructor) Continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling. (3 hr. Lecture)

**MUE 2440 STRING TECHNIQUES<sup>9</sup>**

1 cr.

Basic instruction in string instruments. (It is recommended that music education majors have instruction in one of the following:)(2 hr. Lab)

- |           |                |
|-----------|----------------|
| A. Violin | C. Cello       |
| B. Viola  | D. String Bass |

**MUE 2450 WOODWIND TECHNIQUES<sup>9</sup>**

1 cr.

Basic class instruction in woodwind instruments. (It is recommended that music education majors have instruction in one of the following:)(2 hr. Lab)

- |             |              |
|-------------|--------------|
| A. Clarinet | C. Saxophone |
| B. Flute    |              |

**MUE 2460 BRASS TECHNIQUES<sup>9</sup>**

1 cr.

Basic class instruction in brass instruments. (It is recommended that music education majors have instruction in one of the following:)(2 hr. Lab)

- |                |             |
|----------------|-------------|
| A. Trumpet     | C. Trombone |
| B. French Horn | D. Tuba     |

**MUE 2470 PERCUSSION TECHNIQUES<sup>9</sup>**

1 cr.

It is recommended that music education

majors have instruction in the basic percussion instruments. (2 hr. Lab)

**MUH 2018 HISTORY AND APPRECIATION OF JAZZ**

3 crs.

Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered and principles in how to listen to jazz. (3 hr. Lecture)

**MUH 2111 INTRODUCTION TO MUSIC HISTORY I<sup>10</sup>**

3 crs.

(Antiquity through the eighteenth century)

For music majors as a beginning course in music history. Includes study of music literature (composers, forms, styles) of Western civilization in chronological sequence. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree cr.. (3 hr. Lecture)

**MUH 2112 INTRODUCTION TO MUSIC HISTORY II<sup>10</sup>**

3 crs.

(Nineteenth and Twentieth Centuries) Begins with the music of Beethoven and extends to include contemporary music literature and its composers. Emphasis on American music. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree cr.. (3 hr. Lecture)

**MUL 1010 MUSIC APPRECIATION<sup>10</sup>**

3 crs.

Survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for nonmusic majors. Requires a C or better for transfer for A.A. degree cr.. Written work: 2,000 words. (3 hr. Lecture)

**MUL 1955 APPRECIATION OF MUSIC (FOREIGN STUDY)**

3 crs.

Survey of historical periods of cultural development including music styles, forms, composers and their works. Provides a basis of intelligent listening and to develop a thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Examinations and written reports are required based on observations and listening experiences witnessed abroad. May be substituted for MUL 1010. A special fee is charged. (3 hr. Lecture)

**MUM 2031 POP VOCAL STYLE**

1 cr.

(Prerequisite: MUT 1111 or equivalent)

Study of vocal styles of jazz and popular music including analyses of the singing of outstanding vocal stylists and methods; technical development in this idiom. (2 hr. Lab)

**MUN 1120R CONCERT BAND<sup>11</sup>**

1 cr.

Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. (2 hr. Lab)

**MUN 1210R CONCERT ORCHESTRA<sup>11</sup>**

1 cr.

Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. (3 hr. Lab)

**MUN 1310R CONCERT CHORUS<sup>11</sup>**

1 cr.

Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit. (3 hr. Lab)

**MUN 1410R STRING ENSEMBLE<sup>11</sup>**

1 cr.

(Prerequisite: audition or permission) Study and performance of literature for string ensembles. (2 hr. Lab)

**MUN 1420R WOODWIND ENSEMBLE<sup>11</sup>**

1 cr.

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed. Course may be repeated for cr. (2 hr. Lab)

**MUN 1430R BRASS ENSEMBLE<sup>11</sup>**

1 cr.

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed. May be repeated for cr. (2 hr. Lab)

**MUN 1440R PERCUSSION ENSEMBLE<sup>11</sup>**

1 cr.

Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed. May be repeated for cr. (2 hr. Lab)

**MUN 1450R ELECTRONIC MUSIC ENSEMBLE<sup>11</sup>**

1 cr.

(Prerequisites: 1) MUT 1112 [Theory 2] or equivalent; 2) MUC 2301 [Electronic Mu-

<sup>9</sup> A special fee of \$40.00 is required.

<sup>10</sup> This course meets the State Board of Education Rule 6A-10.30, Writing Skills.

<sup>11</sup> The letter "R" will be added to the common course number for each (MUN) music ensemble to indicate that credit may be earned one, two, three or four times in each course. A maximum of four semester hours credit in MUN courses may be applied toward the A.A. degree. Credit received for participation may be in addition to normal academic load.



sic or equivalent]; 3) Permission from instructor; 4) Owning a synthesizer is recommended; 5) MUT 1351 [Arranging I] is recommended, co-requisites: 1) MVK 2121A [Class Piano II] or equivalent; 2) MVK 1311 [Applied Piano--Freshman] or equivalent) a multi-keyboard ensemble utilizing electronic and acoustic instruments. Various styles of popular music and original compositions are explored. (2 hr. Lab)

**MUN 1492R GUITAR ENSEMBLE** <sup>11</sup> 1 cr.  
(Prerequisite: MVS 1116 and MVS 1117 or equivalent) Opportunity to play in guitar ensembles from duets to octets. Music taken from classical and jazz literature. Members are selected by audition. (2 hr. Lab)

**MUN 1710R JAZZ ENSEMBLE** <sup>11</sup> 1 cr.  
Provides opportunities to become acquainted with the techniques and styles of contemporary popular music and jazz. Members are selected by audition. (2 hr. Lab)

**MUN 1720R PACESETTERS** <sup>11</sup> 1 cr.  
Provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition and are required to register for MUN 1310. (2 hr. Lab)

**MUN 2100R CHAMBER SINGERS** <sup>11</sup> 1 cr.  
(Prerequisite: membership by audition or instructor's permission) Study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers. (2 hr. Lab)

**MUS 0010 RECITAL SEMINAR** 0 cr.  
Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses. (1 hr. Lecture)

**MUT 1001 FUNDAMENTALS OF MUSIC** 3 crs.  
Basic foundations of music including notation scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. Preparatory course to MUT 1111. (3 hr. Lecture)

**MUT 1111 MUSIC THEORY I** 3 crs.  
(Co-requisite: MUT 1241) Begins with a short review of the basic foundations of music offered in MUT 1001. It consists of harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. University parallel course for students majoring in music. (3 hr. Lecture)

**MUT 1112 MUSIC THEORY II** 3 crs.  
(Prerequisite: MUT 1111 or equivalent. Co-requisite: MUT 1242) Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords. (3 hr. Lecture)

**MUT 1241 EAR TRAINING & SIGHT SINGING I** 1 cr.  
(Co-requisite: MUT 1111 or equivalent) Includes aural dictation and provides a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials. (2 hr. Lab)

**MUT 1242 EAR TRAINING AND SIGHT SINGING II** 1 cr.  
(Prerequisite: MUT 1241. Co-requisite: MUT 1112) Continuation of MUT 1241. (2 hr. Lab)

**MUT 1351 JAZZ ARRANGING I** 3 crs.  
(Prerequisite: MUT 1112 or permission of instructor) Study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. (3 hr. Lecture)

**MUT 1352 JAZZ ARRANGING II** 3 crs.  
(Prerequisite: MUT 1351 or equivalent) Continuation of MUT 1351. (3 hr. Lecture)

**MUT 2116 MUSIC THEORY III** 3 crs.  
(Prerequisite: MUT 1112 or equivalent. Co-requisite: MUT 2246) Continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords. (3 hr. Lecture)

**MUT 2117 MUSIC THEORY IV** 3 crs.  
(Prerequisite: MUT 2116 or equivalent; co-requisite: MUT 2247) Continuation of MUT 2116 Music Theory III. Continues chromatic vocabulary of Common Practice Period with Modal Change, Neapolitan Chord, Modulation and Post-Common Practice Harmony. (3 hr. Lecture)

**MUT 2231 KEYBOARD HARMONY I** 1 cr.  
(Prerequisite: MUT 1112 and MUT 1242 or the equivalents) Application through medium of keyboard of materials studied in Music Theory with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions and improvisation. (2 hr. Lab)

**MUT 2232 KEYBOARD HARMONY II** 1 cr.  
(Prerequisite: MUT 2231 or equivalent) Continuation of MUT 2231. (2 hr. Lab)

**MUT 2246 EAR TRAINING & SIGHT SINGING III** 1 cr.  
(Prerequisite: MUT 1242; co-requisite: MUT 2116) Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials. (2 hr. Lab)

**MUT 2247 EAR TRAINING & SIGHT SINGING IV** 1 cr.  
(Prerequisite: MUT 2246; co-requisite: MUT 2117) Continuation of MUT 2246. (2 hr. Lab)

**MUT 2641 INSTRUMENTAL IMPROVISATION** 1 cr.  
(Prerequisite: MUT 1001 or permission of instructor) Laboratory session involving application of scales, chords and melody to musical phrasing and expression in jazz. (2 hr. Lab)

**MVK 1111A CLASS INSTRUCTION - PIANO I** 1 cr.  
Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. (2 hr. Lab)

**MVK 1111B CLASS INSTRUCTION - PIANO II** 1 cr.  
(Prerequisite: MVK 1111A or equivalent) Continuation of MVK 1111A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization and transposition. (2 hr. Lab)

**MVK 2121A CLASS INSTRUCTION - PIANO III** 1 cr.  
(Prerequisite: MVK 1111B or equivalent) Continuation of MVK 1111B where keyboard skills are further developed with sight reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. (2 hr. Lab)

**MVK 2121B CLASS INSTRUCTION - PIANO IV** 1 cr.  
(Prerequisite: MVK 2121A or equivalent) Continuation of MVK 2121A with emphasis on preparing the students for the Upper Division Piano Proficiency Examination. (2 hr. Lab)

**MVS 1116A CLASS INSTRUCTION - GUITAR I** 1 cr.  
Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. Students must furnish their own instruments. (2 hr. Lab)

**MVS 1116B CLASS INSTRUCTION - GUITAR II** 1 cr.  
Designed for the student who has an elementary playing facility on the guitar. Instruction is given in playing of chords, scales,



arpeggios, solos, sight reading and ensemble playing. Students must furnish their own instruments. (2 hr. Lab)

**MVV 1111A CLASS INSTRUCTION - VOICE I** 1 cr.

Tone production, diction, music reading and repertory. (2 hr. Lab)

**MVV 1111B CLASS INSTRUCTION - VOICE II** 1 cr.

(Prerequisite: MVV 1111A or equivalent)  
Continuation of MVV 1111A. (2 hr. Lab)

**MUSIC-APPLIED-PRIVATE INSTRUCTION**

Applied private lessons are for one hour in the fall and winter terms and numbered in the 1300 series. Private lessons are for one-half hour in the spring and summer terms and numbered in the 1200 series. The letter "R" will be added to the common course number for each applied music course indicating that the course is repeatable for credit, such as:

**Brasses**

- MVB1311 Trumpet
- MVB1312 Horn
- MVB1313 Trombone
- MVB1314 Baritone Horn
- MVB1315 Tuba

**Keyboard**

- MVK1311 Piano
- MVK1313 Organ
- MVK1314 Jazz Piano

**Percussion**

- MVP1311 Percussion

**Strings**

- MVS1311 Violin
- MVS1312 Viola
- MVS1313 Cello
- MVS1314 String Bass
- MVS1315 Harp
- MVS1316 Classical Guitar
- MVS1317 Bass Guitar
- MVS1318 Jazz Guitar

**Voice**

- MVV1311 Voice

**Woodwinds**

- MVW1311 Flute
- MVW1312 Oboe
- MVW1313 Clarinet
- MVW1314 Bassoon
- MVW1315 Saxophone

**Sophomore Level**

**Brasses**

- MVB2321 Trumpet
- MVB2322 Horn
- MVB2323 Trombone
- MVB2324 Baritone Horn
- MVB2325 Tuba

**Keyboard**

- MVK2321 Piano
- MVK2323 Organ
- MVK2324 Jazz Piano

**Percussion**

- MVP2321 Percussion

**Strings**

- MVS2321 Violin
- MVS2322 Viola
- MVS2323 Cello
- MVS2324 String Bass
- MVS2325 Harp
- MVS2326 Classical Guitar
- MVS2327 Bass Guitar
- MVS2328 Jazz Guitar

**Voice**

- MVV2321 Voice

**Woodwinds**

- MVW2321 Flute
- MVW2322 Oboe
- MVW2323 Clarinet
- MVW2324 Bassoon
- MVW2325 Saxophone

**NSP 2558 CORONARY CARE NURSING** 6 crs.

(Prerequisites: The student must be an LPN, paramedic or RN and have successfully completed a 20- (or more) hour Basic EKG course and have a functional knowledge of rhythm interpretation.) For graduate nurses and involves pathophysiology and electrocardiography and nursing care of the patient with acute and chronic coronary heart disease. The course meets eight hours a day, five days a week, for four weeks and includes classroom and clinical experience. Course is approved by Florida Heart Association, and student receives a certificate upon successful completion. Apply by contacting the Heart Association of Palm Beach County. (4 hr. Lecture, 6 hr. Lab)

**NSP 2770C PERIOPERATIVE NURSING** 6 crs.

(Prerequisites: 1) RN licensed in Florida; 2) minimum of 6 months medical/surgical nursing; 3) employed by operating room facility or has agreement with operating room to act as preceptor; 4) current CPR certification; 5) student liability and accident insurance.) Prepares registered nurses for beginning level employment as staff nurses in the operating room. (4 hr. Lecture, 6 hr. Lab)

**NUR 1023C NURSING CONCEPTS**

(Fundamentals of Nursing) 8 crs.

(Prerequisites: CHM 1015, MGF 1109, BSC 1085, BSC 1085L, BASIC MEDICAL CPR; co-requisites: MCB 1000, MCB 1000L, BSC 1086, BSC 1086L) Orientation

to nursing including basic nursing concepts and procedures. Therapeutic communication techniques are introduced to form a basis for better understanding of the patient as a person and as a background for further study. Nursing Process is introduced with emphasis on patient assessment and development of patient care plans. Clinical components include an on-campus lab and a hospital experience where basic skills and concepts are applied. (3 hr. Lecture, 10 hr. Lab)

**NUR 1210C NURSING PROCESS I-B**

(Med-Surg.) 7 crs.

(Prerequisite: NUR 1023C, MCB 1000, MCB 1000L, BSC 1086, BSC 1086L; co-requisites: ENC 1101, HUN 1201, NUR 2130) These courses may be taken prior to entering Nursing Process I. If they have not been taken, they must be taken concurrently with Nursing Process I. This course, including the clinical component, introduces medical/surgical nursing with emphasis on care of patients experiencing the following: (a) surgery; (b) cardiovascular disorder; (c) respiratory; (d) male/female reproductive disorders; (e) eye/ear disorders; (f) hematologic disorders. (4 hr. Lecture, 6 hr. Lab)

**NUR 1211C NURSING PROCESS I-A**

(Medical/Surgical Nursing) 7 crs.

(Prerequisite: NUR 1023C) Covers the problems and needs of clients with chronic illnesses. Emphasis is placed on identifying and meeting these needs utilizing the problem-solving approach. Clinical experiences will be provided in a local hospital, home health agency, and an extended care facility. (4 hr. Lecture, 6 hr. Lab)

**NUR 2000 INTRODUCTION TO PROFESSIONAL NURSING** 1 cr.

(Prerequisite: Licensed L.P.N.; co-requisite: This course may be taken upon entering the nursing program at the level of Nursing Process I or Nursing Process II) Transitional course for the practical nurse who is becoming a registered nurse and encompasses areas of communication, management, nursing process and role transition. (1 hr. Lecture)

**NUR 2130 HUMAN GROWTH AND DEVELOPMENT** 3 crs.

Introduction to the principles of normal growth and development. Health care implications are integrated with course content. Biological, psychosocial and societal biopsychosocial forces are studied relating to effects on a range of normal human behaviors. (3 hr. Lecture)

**NUR 2140 CRITICAL CARE NURSING** 6 crs.

(Prerequisite: Basic EKG course) Designed for practicing registered nurses interested in developing new skills in the management of critically ill patients. The



approach is unique and stresses nursing process and nursing management along with pathophysiology. (6 hr. Lecture)

**NUR 2141 ONCOLOGY NURSING 3 crs.**

(Prerequisite: Participants should currently be caring for patients with cancer and be interested in a comprehensive cancer learning experience.) Based on the Oncology Nursing Society's Standards of Care and covers disease entities and treatment modalities. (3 hr. Lecture)

**NUR 2214C NURSING PROCESS II-D (Medical/Surgical Nursing) 7 crs.**

(Prerequisite and co-requisites: HUN 1201, ENG 1101, NUR 1023, NUR 1210, NUR 1211, NUR 2130.) Building on the prerequisite science and nursing courses, this course is concerned with acute nursing problems. Clinical experience provides opportunities to refine skills and utilize past learning in solving problems. (4 hr. Lecture, 6 hr. Lab)

**NUR 2310C NURSING PROCESS II-C (Pediatric Nursing) 7 crs.**

(Prerequisites: ENG 1101, HUN 1201, NUR 1210, NUR 1211, NUR 2130) Includes problems of children from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Clinical experience provides opportunities to apply knowledge and skills. (4 hr. Lecture, 6 hr. Lab)

**NUR 2421C NURSING PROCESS II-B (Nursing Care of Childbearing Family) 7 crs.**

(Prerequisite: ENC 1101, HUN 1201, NUR 1210C, NUR 1211, NUR 2130) A family-centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, postpartum and care of newborn are included. Emphasis is on normal aspects of maternity and neonatal cycle, and prevention of complications. Clinical experiences are available. (4 hr. Lecture, 6 hr. Lab)

**NUR 2520C NURSING PROCESS II-E (Psychiatric-Mental Health Nursing) 7 crs.**

(Prerequisites: ENC 1101, HUN 1201, NUR 1210, NUR 1211, NUR 2130) Principles, concepts and processes of psychiatric nursing enabling students to carry out nursing processes in psychiatric or community mental health settings. Includes types of behavior presented by emotionally ill people and therapeutic approaches and attitudes used by nurses. Treatment modalities are reviewed with emphasis on nursing process. Legal considerations and the spectrum of community resources available for the prevention, identification, treatment, and rehabilitation of the emotionally ill patient are stressed. Clinical experiences provide opportunities for application of nursing process in

a hospital and/or mental health setting. (4 hr. Lecture, 6 hr. Lab)

**OCA 0301 WORD PROCESSING (WORDPERFECT 5.1) 1 cr.**

Covers major features of WordPerfect 5.1 software for beginners, focusing on functions most needed in a medical office such as composing letters, writing narrative reports, invoices and maintaining mailing lists. (1 hr. Lecture)

**OCE 1001 INTRODUCTION TO OCEANOGRAPHY 3 crs.**

Fundamentals of chemical, biological, physical and geological characteristics of ocean systems. Emphasis on Florida and its unique relationship with its marine environment. (3 hr. Lecture)

**OFT 0111 BASIC OFFICE SKILLS 2 voc. crs.**

(Prerequisite: High school diploma or GED, typing ability; 20 cwpm (screening at first class)) Basic letter styles, formats and other keyboarding techniques for the automated office and to increase typing speeds. (50 contact hours)

**OFT 0112 BASIC EMPLOYABILITY SKILLS 0.5 voc. crs.**

Workshop for individuals entering or re-entering the job market including basics of interviewing, resumé writing and job search techniques. (16 contact hours)

**OFT 0313 WORDPERFECT 5.1 2.2 voc. crs.**

(Prerequisite: High school diploma or GED. Typing ability: 20 cwpm (screening at first class)) Teaches WordPerfect 5.1 to beginners covering major features of the software. (75 contact hours)

**OFT 0518 ANATOMY AND PHYSIOLOGY 1 voc. cr.**

Introduction to gross concepts of anatomy and physiology useful to persons working with medical records or in the physician's office. This course should be taken before Medical Terminology. (30 contact hours)

**OFT 0520 BASIC MEDICAL TERMINOLOGY 1 voc. cr.**

The basics of Anatomy and Physiology are covered, followed by pronunciation and definitions, word elements and examples, prefixes, suffixes and word roots, body systems, basic nursing vocabulary, abbreviations and radiology terms. (30 contact hours)

**OFT 0527 OFFICE EQUIPMENT AND PROCEDURES 1 voc. cr.**

Types of filing systems for medical offices and their maintenance. How to operate and maintain equipment. (24 contact hours)

**OFT 0529 KEYBOARDING ON THE MICROCOMPUTER 1 voc. cr.**

A short course designed to teach the basics

of keyboarding. Accuracy and speed will be emphasized. (30 contact hours)

**OFT 0612 DATA ENTRY FOR SPREADSHEETS 2 voc. crs.**

(Prerequisite: High school diploma or GED, recommended typing ability 20 cwpm TABE - 9th Grade Level) This course teaches basic Electronic Spreadsheet (Beginning) and other bookkeeping software. (50 contact hours)

**OFT 0615 OFFICE PUBLISHING SYSTEMS 1 voc. cr.**

Basics of creating professional documents including flyers, press releases, business presentations, letters and memos. (35 contact hours)

**ORH 1815 INTRODUCTION TO HORTICULTURE 3 crs.**

Study of science and practices for ornamental horticulture stressing plant classification, structure, growth, nutrition and propagation and a broad review of horticultural applications for beginning students. (3 hr. Lecture)

**ORH 1842 LANDSCAPE CONSTRUCTION 3 crs.**

Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, hardscape construction, drainage systems and landscape lighting. (3 hr. Lecture)

**ORH 2222 TURFGRASS CULTURE 3 crs.**

Develops a working knowledge of management requirements of warm-season turfgrasses used in the southern United States. Establishment, renovation, adaptation, culture, fertilization, diagnostics, insect and disease control and proper irrigation practices will be covered. (3 hr. Lecture)

**ORH 2235 ARBORICULTURE 3 crs.**

Focuses on planting and care of trees, shrubs and vines emphasizing establishment, fertilization, irrigation and pruning. (3 hr. Lecture)

**ORH 2253 NURSERY MANAGEMENT 3 crs.**

Introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices and pest management. (3 hr. Lecture)

**ORH 2412 PLANT PHYSIOLOGY 3 crs.**

Survey of general physiological processes and responses of vascular plants to the environment with emphasis on water relations, nutrition, photosynthesis, respiration and growth processes. (3 hr. Lecture)

**ORH 2515 PLANT IDENTIFICATION I 3 crs.**

Classification and identification of plants based on comparative plant anatomy, cultural differences and landscape application.



Trees, shrubs, palms, grasses and vines are covered extensively. (3 hr. Lecture)

**ORH 2516 PLANT IDENTIFICATION II** 3 crs.  
(Prerequisite: ORH 2515) Continuation of ORH 2515.

**ORH 2831 INTRODUCTION TO LANDSCAPE DESIGN** 3 crs.  
Introduction to theory and practice of landscape design covering the design process including needs survey, site and project analysis, base plan and design preparation, budgeting and presentation. (3 hr. Lecture)

**ORH 2832 COMPUTER-AIDED LANDSCAPE DESIGN** 3 crs.  
(Prerequisite: ORH 2831 or consent of instructor) Introductory design skills are advanced to include computer-aided landscape design and proficiency in finished designs, estimating and plotting. (3-hr. Lecture)

**ORH 2873 INTERIORSCAPE DESIGN AND MAINTENANCE** 3 crs.  
Overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting. (3 hr. Lecture)

**ORH 2949C WORK EXPERIENCE** 4 crs.  
(Pre- or co-requisite: Any horticultural core course) Four work-experience credits may be taken towards the A.S. degree. Requires minimum 15 hours employment weekly in a horticulture job. Student, supervisor and school coordinator develop learning objectives. A daily log and written reports describing activities substantiate progress toward objectives. There are two class meetings. Personal conferences are held to discuss progress. (1 hr. Lecture, 15 hr. Lab)

**ORI 2000 ORAL INTERPRETATION OF LITERATURE** 3 crs.  
Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. (3 hr. Lecture)

**OST 1100C BEGINNING KEYBOARDING** 3 crs.  
Covers keyboard, vertical and horizontal centering, memoranda, personal and business letters, envelopes, tabulation, outlines, reports and manuscripts with footnotes and endnotes. (1 hr. Lecture, 4 hr. Lab)

**OST 1110C INTERMEDIATE KEYBOARDING** 3 crs.  
(Prerequisite: OST 1100C) Covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes, tabulation and financial statements. (1 hr. Lecture, 4 hr. Lab)

**OST 1141 KEYBOARDING FOR MICROCOMPUTER** 1 cr.  
Teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words a minute is required. (2 hr. Lab)

**OST 1211C BEGINNING SHORTHAND** 3 crs.  
(Co- or prerequisite: OST 1100C or the successful completion of a previous typing course). Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. (1 hr. Lecture, 4 hr. Lab)

**OST 1217 SHORTHAND SPEED BUILDING** 1 cr.  
For those with basic stenographic training and who need to increase their speed to achieve personal, professional or occupational goals. (1 hr. Lecture)

**OST 1272C DICTATION AND TRANSCRIPTION** 3 crs.  
(Prerequisites: OST 1211C or equivalent and OST 1110C or equivalent) Continuation of OST 1211C. A dictation skill of 70 to 100 words a minute is developed on new matter dictation. Transcription for mailability is emphasized. (2 hr. Lecture, 2 hr. Lab)

**OST 1811 DESKTOP PUBLISHING** 3 cr.  
Use of computers to create typeset quality publications suitable for printing using a popular desktop publishing program. (3 hr. Lecture)

**OST 1831 MICROSOFT WINDOWS** 1 cr.  
Instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs. (1 hr. Lecture)

**OST 2331 BUSINESS CORRESPONDENCE** 1 cr.  
Correspondence for the business office with emphasis on format, routine letters and interoffice memoranda. (1 hr. Lecture)

**OST 2335 BUSINESS COMMUNICATIONS** 4 crs.  
(Prerequisites: ENC 1101; Beginning Keyboarding) Study the correspondence of the business office with emphasis on composing and analyzing various kinds of business letters and business reports, intensive review of sentence structure, punctuation,

capitalization and expression of numbers. (4 hr. Lecture)

**OST 2339 BUSINESS ENGLISH REVIEW** 1 cr.  
Provides quick review of grammar and punctuation fundamentals pertinent to business writing. (1 hr. Lecture)

**OST 2402 OFFICE PROCEDURES AND RECORDS MANAGEMENT** 4 crs.  
(Co- or prerequisites: OST 1110C and OST 2335) Designed for students who aspire to professional status as a secretary. Covers a wide range of office activities and simulated office situations. This course should be taken in a student's final semester. (4 hr. Lecture)

**OST 2501 WORD-PROCESSING MANAGEMENT** 3 crs.  
Preparation for work as word-processing supervisors. Emphasis on integration of subsystems as information is processed, reproduced, stored and distributed; selecting equipment and managing a word-processing environment. (3 hr. Lecture)

**OST 2601C MACHINE TRANSCRIPTION I** 3 crs.  
(Prerequisite: OST 2711C) Develops proficiency in transcribing pre-dictated material into mailable copy. (2 hr. Lecture, 2 hr. Lab)

**OST 2602C MACHINE TRANSCRIPTION II** 3 crs.  
(Prerequisite: OST 2601C and OST 1110C) Perfects transcription skills acquired in Machine Transcription I. Emphasis on transcription speed and accuracy. (2 hr. Lecture, 2 hr. Lab)

**OST 2711C WORD PROCESSING I** 3 crs.  
(Prerequisite: Beginning keyboarding or ability to touch-type at 35 words a minute) Proficiency in retrieving and editing documents using page and line formats, printing text, applying print attributes, using features of block move, copying and deleting text, search and replace, headers and footers, tables and graphics. (2 hr. Lecture, 2 hr. Lab)

**OST 2712C WORD PROCESSING II** 3 crs.  
(Prerequisite: OST 2711C or pass the Word Processing I Exemption Test) Develops skill merging documents at the screen and at the keyboard using input variables, defining and editing macros and styles, creating and editing newspaper and parallel columns, creating and generating an index, table of contents, and table of authorities, sorting and selecting records and creating publications in topographic settings with desktop publishing features. (2 hr. Lecture, 2 hr. Lab)

**OTA 0602 ICD9-CM CODING** 1 voc. cr.  
Concepts of diagnostic coding for medical records; includes lecture and practice sessions. (30 contact hours)



**OTA 0603 CPT CODING****1 voc. cr.**

Coding procedures for services for reimbursement. Review of regulations covering office billing procedures. (30 contact hours)

**OTA 0606 MEDICAL OFFICE BOOKKEEPING AND EQUIPMENT****1 voc. cr.**

Basics of bookkeeping, accounts payable, accounts receivable for doctor's office and operation and maintenance of equipment. (30 contact hours)

**OTA 0607 MEDICAL OFFICE PROCEDURES****1 voc. cr.**

Preliminary training for a front position in a doctor's office including appointment scheduling, telephone procedures, ethics and confidentiality, collecting medical and financial information, legal forms and dealing with difficult people and situations. (30 contact hours)

**OTA 0608 MEDICAL OFFICE CASE STUDIES****0.5 voc. cr.**

Case studies of situations and problems for medical offices. Issues of legality and ethics are included. (12 contact hours)

**OTA 0616 ACCOUNTS PAYABLE****1 voc. cr.**

Introduction to accounts payable systems in medical offices including invoices, check-writing and categorization of payments. (30 contact hours)

**OTA 0617 RECORDING****PAYMENTS/PATIENT FOLLOW-UP****1 voc. cr.**

Basics of bookkeeping for a doctor's office including day sheets, bank deposits, insurance EOB's, credit/collection procedures, payments/write-offs. (24 contact hours)

**OTA 0618 OFFICE PAYROLL****1 voc. cr.**

Introduction to forms and records needed to pay employees in a medical office. (30 contact hours)

**OTA 0619 THIRD PARTY INSURANCE BILLING****1 voc. cr.**

Introduces concepts of who to bill for a patient's care and how to bill. Differentiate between health insurance coverage, workers compensation, personal injury, Medicare and Medicaid. (18 contact hours)

**OTH 1001 INTRODUCTION TO OCCUPATIONAL THERAPY****3 crs.**

Introduces occupational therapy; the history, philosophy and underlying concepts including an introduction to basic medical terminology. Practice in reporting skills and familiarity with professional publications are emphasized. (3 hr. Lecture)

**OTH 1014L KINESIOLOGY FOR OCCUPATIONAL THERAPY****1 cr.**

(Prerequisites: BSC 1085, BSC 1085L) Detailed analysis of human joint motion and applications for practice includes a review of human skeletal and muscular anatomy with

an introduction to measuring joint range of motion and manual muscle testing. (2 hr. Lab)

**OTH 1121C THERAPEUTIC MEDIA****(For OTA only)****2 crs.**

(Prerequisite: OTH 1300C) Develops competence in areas of: skilled performance of minor craft and verbal group activities, instruction of individuals and groups with emphasis on crafts, ordering of equipment and materials and design and maintenance of activity files. (1 hr. Lecture, 2 hr. Lab)

**OTH 1300C PSYCHIATRIC OCCUPATIONAL THERAPY****3 crs.**

(Prerequisites: OTH 1001, OTH 1800C, PSY 2012) Introduces occupational therapy as an evaluative and treatment process for mental illness. Includes a review of mental health, abnormal psychology, trends in service delivery. Group dynamics are emphasized. (2 hr. Lecture, 2 hr. Lab)

**OTH 1520C PEDIATRIC OCCUPATIONAL THERAPY****3 crs.**

(Prerequisites: DEP 2102, OTH 1800C) Introduction to issues and concepts of OT in a pediatric setting emphasizing the role of a COTA in school settings. Includes developmental stages, developmental tasks, role of play, needs of exceptional children, sensory integration, role of OT in pediatrics and identifying OT goals of treatment. Experiences in pediatric facilities are coordinated with class work. (2 hr. Lecture, 2 hr. Lab)

**OTH 1800C OCCUPATIONAL THERAPY PRACTICUM I****2 crs.**

(Co-requisite: OTH 1001) Weekly field trips to occupational therapy departments and two months' experience as a volunteer in nursing home activity programs and pre-school programs for mentally retarded children, and observation assignments of acute-care treatment provided by registered occupational therapists. Weekly lectures on adult growth and development, gerontology and role of the COTA. (1 hr. Lecture, 3 hr. Lab)

**OTH 1802 OCCUPATIONAL THERAPY PRACTICUM II****1 cr.**

(Prerequisite: OTH 1300C; Co-requisite: OTH 1520C) A two part course with students initially working as volunteers with two different diagnostic groups. During the work experience (arranged individually by the student and work supervisor), experience is gained in patient contact, professionalism and observation/reporting skills. The second part involves classroom reporting of experiences. (3 hr. Lab)

**OTH 2100C OCCUPATIONAL THERAPY ACTIVITIES LAB****3 crs.**

(Co-requisite: OTH 2420; Prerequisites: OTH 1001, OTH 1800C) Instruction in ac-

tivities of daily living for the disabled, introduction to splinting and bracing emphasizing purpose, application and daily care, development and use of forms and records, a review of muscle testing, measuring range of motion, acquisition and use of equipment, care of supplies and analysis of rehabilitation activities. (1 hr. Lecture, 4 hr. Lab)

**OTH 2410 INTRODUCTION TO HUMAN DISEASE****3 crs.**

(Prerequisites: OTH 1001, OTH 1800C, BSC 1085, and BSC 1085L) Introduces etiology, diagnosis, detection, medical management and prognosis of traumatic, chronic and degenerative conditions in physical medicine and rehabilitation. (3 hr. Lecture)

**OTH 2420 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED****3 crs.**

(Prerequisites: OTH 1001, OTH 1800C, OTH 2410, OTH 1121, DEP 2102) Occupational therapy treatment for general medical, chronic degenerative and traumatic conditions in occupational therapy clinics. (3 hr. Lecture)

**OTH 2710 SEMINAR FOR CLINICAL PRACTICE - OTA****1 cr.**

(Co-requisite: OTH 2840, OTH 2841) Meets monthly in half-day seminars in conjunction with OTH 2840 and OTH 2841. The purpose of the seminar is to receive assignment information, give professional case-study reports (one per assignment) and complete preparation for National Certification Examination. Students arrange three field trips during non-assigned clinic time. (1 hr. Lecture)

**OTH 2840 SUPERVISED CLINICAL PRACTICE I****5 crs.**

(Prerequisites: All OTH courses plus HSC 1400) Full-time work for eight weeks for 30 hours/week in an OT treatment program with patients under supervision of a Registered Occupational Therapist. (15 hr. Lab)

**OTH 2841 SUPERVISED CLINICAL PRACTICE II****5 crs.**

(Prerequisite: OTH 2840 plus HSC 1400) Full-time field work for eight weeks for 30 hours/week in an OT treatment program with a diagnostic group other than that chosen for OTH 2840. (15 hr. Lab)

**OTV 0125 OVERVIEW OF THE ACTIVITY PROFESSION****3 voc. crs.**

**I - Overview of the Activity Profession:** Examines the activity profession from historical background to present state and federal regulations. NAAP's Standards of Practice and Code of Ethics and NCCAP certification criteria are introduced. Explores existing ITC models. Develops an activity philosophy of operation to enhance quality of life.

**II - Human Development: The Late Adult**



Years: In Section II participants of the Basic Education Course develop a holistic view exploring demographics and physical aspects of aging and needs and potential for growth. Normal aging and the impact of illness and dysfunction are examined. Reminiscing, life review, worship and the dying process are a part of the spiritual aspects of the aging or frail person. (48 contact hours)

**OTV 0150 METHODS OF SERVICE DELIVERY IN THE ACTIVITY PROFESSION** 3 voc. crs.

In this section of the Basic Education Course, programs are generated based on resident interest, inability or need. Explores program scope, types and management. Steps in carrying out an activity, developing an activity calendar, use of equipment policies, procedures and on-going evaluation are covered. Therapies and resources are introduced in developing dynamic programs. (48 contact hours)

**OTV 0175 ACTIVITY CARE PLANNING FOR QUALITY OF LIFE** 3 voc. crs.

Introduces care planning that facilitates residents in achieving own measure of quality living. Examines NAAP professional standards as a guide to individualized care planning based on assessment, interdisciplinary sharing and creative activity planning to develop resident centered goals and activity approaches and necessity, legality and practicality of documentation. (48 contact hours)

**OTV 0195 STANDARDS OF PRACTICE: PRACTITIONER BEHAVIOR** 2 voc. crs.

Personal issues are explored including code of ethics, personal characteristics, personal health management and professionalism centering on communication skill building. (36 contact hours)

**PCB 2063 GENETICS** 3 crs.

(Prerequisite: BSC 1010) Introduces effects of heredity unities with the environment on the development and function of organisms emphasizing human inheritance and modern biochemical genetics. (3 hr. Lecture)

**PCB 2063L EXPERIMENTS IN GENETICS** 1 cr.

(Co- or prerequisite: PCB 2063) Experimental determination of genetic ratios mainly by computer simulation. (2 hr. Lab)

**PEL 1011 TEAM ACTIVITIES** 1 cr.

A general review of team activities. Skills, strategy and application of rules of soccer, speedball and gatorball are included with flagfootball and softball reviewed when in season. (2 hr. Lab)

**PEL 1211 SOFTBALL** 1 cr.

Skills, strategy and application of rules for

softball and officiating techniques. (2 hr. Lab)

**PEL 1321 VOLLEYBALL** 1 cr.

Introduces the skills and techniques of volleyball. (2 hr. Lab)

**PEL 1346 BADMINTON** 1 cr.

Introduces basic skills and fundamentals with practice in singles and doubles. (2 hr. Lab)

**PEL 1441 RACQUETBALL** 1 cr.

Introduces basic skills, technique, knowledge, strategy and application of rules in racquetball. (2 hr. Lab)

**PEL 1621 BASKETBALL** 1 cr.

Reviews basic skills of basketball and interpretation and application of rules and study of basic offenses and defenses and their usages. (2 hr. Lab)

**PEL 2041 RECREATIONAL GAMES** 1 cr.

Activities of a recreational nature emphasizing participation in table tennis, deck tennis, frisbee and other activities. (2 hr. Lab)

**PEL 2111 BOWLING** 1 cr.

Theory, application and practice of basic skills in bowling. (2 hr. Lab) (See Fee Schedule)

**PEL 2121 GOLF** 1 cr.

Instruction in fundamental skills and application of golf rules. (2 hr. Lab)

**PEL 2122 INTERMEDIATE GOLF** 1 cr.

(Prerequisite/co-requisite: PEL 2121 or permission of instructor) Analyze round on the course and use this information to improve game. (2 hr. Lab)

**PEL 2141 ARCHERY** 1 cr.

Basic skills, techniques and knowledge in archery. (2 hr. Lab)

**PEL 2341 BEGINNING TENNIS** 1 cr.

Basic skills, techniques, fundamentals, strategy and application of rules in tennis. (Students furnish own racquets) (2 hr. Lab)

**PEL 2342 INTERMEDIATE TENNIS** 1 cr.

(Prerequisite: PEL 2341 or consent of instructor) Advanced tennis skill development by analysis, strategies and progression of skills. (2 hr. Lab)

**PEM 1116 AEROBIC DANCE** 1 cr.

A basic course in rhythmic movement of large muscles designed to enhance muscle tone and flexibility. (2 hr. Lab)

**PEM 1146 JOGGING** 1 crs.

Guidelines to becoming a jogger with individuals starting on his/her own program. (2 hr. Lab)

**PEM 1152 PHYSICAL FITNESS II** 1 cr.

(Prerequisite: PEM 1104) Activities for development of balance, agility, coordination, speed, power and reaction time. (2 hr. Lab)

**PEM 1201 GYMNASTICS** 1 cr.

Develops elementary skills and safety procedures in tumbling, free exercise, balance beam, parallel bars and trampoline. (2 hr. Lab)

**PEM 1376 BACKPACKING** 1 cr.

Skills and knowledge for backpacking. (1 hr. Lecture, 1 hr. Lab)

**PEM 2405 SELF-DEFENSE** 1 cr.

Develop self-confidence and abilities for self-defense includes crime prevention. (2 hr. Lab)

**PEN 1231 SAILING SUNFISH** 1 cr.

Introduction to sailing, sail boats, sailing skills and water safety. (2 hr. Lab)

**PEN 1232 SAILING II** 1 cr.

Hands-on experience in sailing Hobie Catamarans includes sailing terminology, sailing safety and develops sailing skills. (2 hr. Lab)

**PEN 1241 WINDSURFING** 1 cr.

Hands-on experience in board sailing/windsurfing includes sailing terminology, sailing safety and develops board sailing skills. (2 hr. Lab)

**PEN 2113 LIFESAVING** 1 cr.

Develops skills and knowledge and a positive attitude toward water safety. Successful completion qualifies for the American Red Cross Lifeguard Training Certificate. (2 hr. Lab) (See Fee Schedule)

**PEN 2122 SWIMMING AND DIVING** 1 cr.

Introduces the elements of swimming, diving, and water safety skills beyond the beginner and advanced beginner level. (2 hr. Lab) (See Fee Schedule)

**PEN 2136 SCUBA DIVING** 1 cr.

Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion. (2 hr. Lab)

**PEN 2137 ADVANCED SCUBA DIVING** 1 cr.

(Prerequisites: PEN 2136, PADI Scuba Diver Certification or equivalent) Provides certified scuba divers with knowledge and skills required for advanced scuba diving. Advanced Scuba Diver certification is issued on successful completion. (2 hr. Lab)

**PEN 2251 CANOEING** 1 cr.

Knowledge and skills to safely navigate a canoe. (2 hr. Lab)

**PEN 2521 FISHING: CASTING TECHNIQUES** 1 cr.

Elements and principles of casting emphasizing knowledge of equipment (tackle, knots, baits, etc.) and development of techniques. (1 hr. Lecture)

**PEO 1321C INDIVIDUAL SPORTS** 12 3 crs.

(Prerequisite: The student must be a declared major in physical education.) Includes bowling, archery and golf providing the



physical education major with basic fundamental strategies and skill progressions. (2 hr. Lecture, 2 hr. Lab)

**PEO 1323C VOLLEYBALL; FUNDAMENTALS AND OFFICIATING**<sup>12</sup> 3 crs.

Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball. (2 hr. Lecture, 2 hr. Lab)

**PEO 1511C FUNDAMENTALS OF SOCCER**<sup>12</sup> 2 crs.

Provides the prospective physical education teacher with basic skills, strategies and progressions in soccer. (1 hr. Lecture, 2 hr. Lab)

**PEO 2013 OFFICIATING TECHNIQUES FOR TEAM SPORTS**<sup>12</sup> 2 crs.

Theory of officiating team sports (football, soccer, baseball/softball, and volleyball). (2 hr. Lecture)

**PEO 2033 OFFICIATING TECHNIQUES FOR INDIVIDUAL SPORTS**<sup>12</sup> 2 crs.

Theory of officiating individual sports (badminton, tennis, track and field and swimming). (2 hr. Lecture)

**PEO 2351C FUNDAMENTALS OF RACQUET SPORTS**<sup>12</sup> 3 crs.

Provides the prospective physical education teacher knowledge and skills in tennis, racquetball and badminton. (2 hr. Lecture, 2 hr. Lab)

**PEO 2621C FUNDAMENTALS OF BASKETBALL**<sup>12</sup> 2 crs.

Provides the prospective physical education teacher with knowledge and skills in basketball. (1 hr. Lecture, 2 hr. Lab)

**PEO 2940 SPORT SPECIFIC OFFICIATING PRACTICUM**<sup>12</sup> 1 cr.

(Prerequisites: PEO 2013, PEO 2033) A single sport is designated for developing expertise in officiating. Prerequisite is Officiating Techniques for Team Sports or Officiating Techniques for Individual Sports. This sport-specific course may be repeated for different sports. (2 hr. Lab)

**PEP 1201 FUNDAMENTALS OF STUNTS, TUMBLING AND GYMNASTICS**<sup>12</sup> 3 crs.

Provides the prospective physical education teacher with knowledge and skills in acrobatic stunts, tumbling and gymnastics. (2 hr. Lecture, 2 hr. Lab)

**PEP 2101 ESSENTIALS OF FITNESS**<sup>13</sup> 3 crs.

Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation, and program planning. Each student is required to be certified in CPR. (3 hr. Lecture)

**PEQ 2115 WATER SAFETY INSTRUCTOR**<sup>13</sup> 1 cr.

(Prerequisite: PEN 2113) Provides teaching knowledge of basic strokes of swimming, life-saving theory and techniques of rescue, safe, basic small-craft skills and stresses safe practices in aquatic activity. Successful completion certifies American National Red Cross Water Safety Instructor. (2 hr. Lab)

**PET 2000 INTRODUCTION TO PHYSICAL EDUCATION**<sup>13</sup> 3 crs.

Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities. (3 hr. Lecture)

**PGY 1101C INTRODUCTION TO PHOTOGRAPHY**<sup>14</sup> 3 crs.

Introduction to black and white photography. The camera's construction and operation is explained. Emphasis on printing and darkroom procedures. (2 hr. Lecture, 2 hr. Lab)

**PGY 1105 ZONE SYSTEM** 2 crs.

(Prerequisite: PGY 1101C or equivalent) Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed. (3 hr. Lecture)

**PGY 1110C COLOR PRINTING I** 3 crs.

(Prerequisite: ART 1201C; PGY 1101C or proof of capability in darkroom) Additive system of exposure and how to mix and use color chemistry and color theory are explored. (2 hr. Lecture, 2 hr. Lab)

**PGY 1111C COLOR PRINTING II** 3 crs.

(Prerequisite: PGY 1110C) Continuation of PGY 1110C using the additive system of exposure. Color balance with color measurement in lab assignments is covered. (2 hr. Lecture, 2 hr. Lab)

**PGY 1265 PHOTO MATERIALS AND PROCESSES I** 2 crs.

(Prerequisite: PGY 1101C) Introduction to sensitometry and densitometry and film sensitivity and measurement of density. (2 hr. Lecture)

**PGY 1266 PHOTO MATERIALS AND PROCESSES II** 2 crs.

(Prerequisite: PGY 1265) Introduces applications of photo chemistry and gaining control of the photo medium. (2 hr. Lecture)

**PGY 2109 FINE PRINT** 2 crs.

(Prerequisite: PGY 1101C and PGY 1105C) Comprehensive approach to making photographic print to obtain desired qualities. (3 hr. Lecture)

**PGY 2116C DYE-TRANSFER PHOTOGRAPHY** 3 crs.

(Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Introduction to photographic color prints by transferring dyes from matrices to mordant-coated paper using darkroom techniques of color filtering, density control and color balance. (2 hr. Lecture, 2 hr. Lab)

**PGY 2221C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY**<sup>14</sup> 3 crs.

(May be repeated one time) (Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Continuation of PGY 2440C emphasizing portrait, product and experimental photography and continuing a photography major's work. (2 hr. Lecture, 2 hr. Lab)

**PGY 2440C EXPERIMENTAL PHOTOGRAPHY**<sup>14</sup> 3 crs.

(May be repeated one time) (Prerequisites: ART 1201C, ART 1300C and PGY 1101C) Explores visual elements and design. Emphasis on image and content including light-sensitive materials and technical aspects. (2 hr. Lecture, 2 hr. Lab)

**PHI 1000 INTRODUCTION TO PHILOSOPHY** 3 crs.

Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. (3 hr. Lecture)

**PHI 1100 THE ART OF THINKING** 3 crs.

Introduces essentials of logic and understanding of subjective factors influencing thinking; and developing reasoning skills and ability to apply effective thinking to problem solving and decision making. (3 hr. Lecture)

**PHI 1600 ETHICS** 3 crs.

A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals

<sup>12</sup> Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors.

<sup>13</sup> Physical Education major courses are for professional Physical Education majors only and will not satisfy graduation requirements for non-P.E. majors.

<sup>14</sup> Students in all photography courses will be required to furnish film, film developer, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)



worth seeking in human life using ethics as a science of conduct. (3 hr. Lecture)

**PHY 1001 APPLIED PHYSICS 3 crs.**

(Prerequisite: MAC 1102; co-requisite: MAC 1114) A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts are presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. PHY 2048L is an optional, one-credit hour lab, which may be taken concurrently or after course completion. (3 hr. Lecture)

**PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS 3 crs.**

(Prerequisite: MAT 1033 Intermediate Algebra or MAC 1102 Algebra for College Students) One semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound. (3 hr. Lecture)

**PHY 2048 GENERAL PHYSICS WITH CALCULUS I 4 crs.**

(Co-requisite: MAC 2311 and PHY 2048L) First of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat, transfer, change of phase, thermal behavior of gases and thermodynamics. (4 hr. Lecture)

**PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY 1 cr.**

Laboratory for PHY 2053 and PHY 2048. Introduces basics of measurement, analysis of experimental data and laboratory methods. (2 hr. Lab)

**PHY 2049 GENERAL PHYSICS WITH CALCULUS II 4 crs.**

(Prerequisite: PHY 2048; co-requisite: MAC 2312 and PHY 2049L) Second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. (4 hr. Lecture)

**PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY 1 cr.**

Laboratory for PHY 2054 and 2049. Illustrates

phenomena from the lectures. (2 hr. Lab)

**PHY 2053 GENERAL PHYSICS I 4 crs.**

(Prerequisite: MAC 1102; co-requisite: PHY 2048L) Designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two-term sequence must be taken before PHY 2054. Topics are: vector quantities, Newton's Laws, mechanical equilibrium, translation and rotation motion, energy and work, heat and thermal concepts. (4 hr. Lecture)

**PHY 2054 GENERAL PHYSICS II 4 crs.**

(Prerequisites: PHY 2053 and PHY 2048L; co-requisite: PHY 2049L) Second term of the general physics sequence. Topics are: electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. (4 hr. Lecture)

**PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY 3 crs.**

An overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant, and surveys fields of law covered by the program. (3 hr. Lecture)

**PLA 1004 LEGAL WRITING AND RESEARCH I 3 crs.**

(Prerequisite: PLA 1003 and PLA 2223) Introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research. (3 hr. Lecture)

**PLA 1203 PREPARING NEGLIGENCE CASES 3 crs.**

(Prerequisite: PLA 1004) Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities. (3 hr. Lecture)

**PLA 1949C CO-OP; LEGAL ASSISTANT I 3 crs.**

(Prerequisite: Completion of all courses outlined in Legal Assistant first-year curriculum) Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**PLA 2114 LEGAL WRITING AND RESEARCH II 3 crs.**

(Prerequisite: PLA 1004) Advanced course in civil and criminal legal writing and research. (3 hr. Lecture)

**PLA 2223 COURT SYSTEM; PROCEDURES AND PLEADINGS I 3 crs.**

(Co- or prerequisite: PLA 1003) Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts. (3 hr. Lecture)

**PLA 2233 COURT SYSTEM; PROCEDURES AND PLEADINGS II 3 crs.**

(Co- or Prerequisite: PLA 2223) Basics of civil and criminal causes of action through exercises in drafting and use of pleading forms. (3 hr. Lecture)

**PLA 2483 ADMINISTRATIVE LAW 3 crs.**

(Prerequisite: PLA 1004) A broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures. (3 hr. Lecture)

**PLA 2504 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I 3 crs.**

(Co- or prerequisite: PLA 1004) Survey of common types of real estate transactions and conveyances, such as deeds, contracts, leases, etc., and problems in drafting related documents. (3 hr. Lecture)

**PLA 2513 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II 3 crs.**

(Prerequisite: PLA 1004 and PLA 2504) Advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I. (3 hr. Lecture)

**PLA 2603 ADMINISTRATION OF ESTATES 3 crs.**

(Prerequisite: PLA 1004) Survey of estate planning and administration, including preparation of wills, trust and probate forms. (3 hr. Lecture)

**PLA 2763 LAW OFFICE MANAGEMENT 3 crs.**

(Prerequisite: PLA 1004) Fundamentals of management applied to law offices including office equipment, word-processing system, filing system, library management, accounting and billing procedures. (3 hr. Lecture)

**PLA 2803 FAMILY LAW 3 crs.**

(Prerequisite: PLA 1004) Study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements and property disposition. (3 hr. Lecture)



**PLA 2949C CO-OP; LEGAL ASSISTANT II** 3 crs.  
(Prerequisite: PLA 1949) Continuation of PLA 1949. (1 hr. Lecture, 10 hr. Lab)

**PLS 2221 PLANT PROPAGATION** 3 crs.  
Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical processes involved with successful propagation techniques are studied. (3 hr. Lecture)

**PMA 2213 PLANT PEST MANAGEMENT** 3 crs.  
Introduction to plant pests and control includes insect, fungal, bacterial and viral plant problems with extensive attention to pesticide classification and usage. (3 hr. Lecture)

**POS 1001 INTRODUCTION TO POLITICAL SCIENCE**<sup>15</sup> 3 crs.  
Introduction to American political institutions, their characteristics and major problems providing a detailed study of the Constitution of the United States. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**POS 2041 AMERICAN NATIONAL GOVERNMENT**<sup>15</sup> 3 crs.  
Introduction to institutions of government and highlights American political institutions at the state and local level including discussion of federal system, state government issues, taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations and public planning. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT** 3 crs.  
Introduces government operations at the state and local level including discussion state government issues, taxation, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, environmental and other government regulations, environmental and other government regulations, operation of public utilities, and public planning. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree credit. (3 hr. Lecture)

**PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD** 3 crs.  
Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy,

electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. Typical topics might include: how a camera works, space travel, radiation and its uses in medicine, lasers, contact lenses, rainbows, sunsets, solar energy, satellite communications, household wiring, music and chemistry of the kitchen. (3 hr. Lecture)

**PSC 1513 EARTH SCIENCE** 3 crs.  
Introduction to astronomy, meteorology, geology, and oceanography includes physical structure, weather and human impact. Mathematics beyond arithmetic or scientific background is not required. (3 hr. Lecture)

**PUR 2100 WRITING FOR PUBLIC RELATIONS** 3 crs.  
Comprehensive analysis of public relations writing and relationship to other forms of journalism. Designed to provide experience in specialized written communication. (3 hr. Lecture)

**PSY 2012 GENERAL PSYCHOLOGY** 3 crs.  
A survey of psychology exploring human behavior and adjustment emphasizing philosophical forces, structure and function of personality, individual and group difference, nature of intelligence, motivational aspects of behavior and emotions, learning process and appraisal of current psychological tests. (3 hr. Lecture)

**REA 0010 CLAST REVIEW FOR READING** 0 cr.  
(Prerequisite: A score below state-mandated passing level on the reading subtest of CLAST) An intensive review in college-level reading skills before retaking CLAST reading subtest. Literal reading skills are taught, and critical and analytical reading skills are stressed. The literal and critical skills included in the reading CLAST objectives are emphasized.

**REA 1008 COLLEGE PREPARATORY READING.**<sup>16</sup> 0 crs.  
Preparatory reading course for students whose placement-test scores indicate the need for instruction in critical comprehension skills or for any student who wishes to advance his/her reading abilities. Emphasis on application of critical reading and analytical reasoning skills through lecture and individualized components. Following diagnostic assessment, additional prescriptive lab work is required for those entering with deficiencies in basic literal-level reading skills. Graded Passing or Not Passing

(P-N). Six contact hours per week. (3 hr. Lecture, 3 hr. Lab)

**REA 1205 ACCELERATED READING** 3 crs.  
(Prerequisite: If reading prep is required, it must be completed satisfactorily before REA 1205 is attempted) Advanced reading course emphasizing increased reading speed and comprehension. Group discussion, activities and laboratory practice. (3 hr. Lecture)

**REE 1040 REAL ESTATE PRINCIPLES AND PRACTICES - FREC I** 4 crs.  
Principles, practices and theories of real property, economic value, legal implication and relationship to the salesperson and broker including Florida Real Estate License Law. Successful completion is required by Florida Real Estate Commission prior to filing application for state license examination. (4 hr. Lecture)

**REE 1100 REAL ESTATE APPRAISAL I** 3 crs.  
(Prerequisite: REE 1040 or consent of instructor) Appraisal process is examined analytically to determine residential property value on a cost, market and income basis including neighborhood and site analysis, residential style, functional utility, building cost estimates and depreciation. (3 hr. Lecture)

**REE 1200 REAL ESTATE FINANCE** 3 crs.  
(Prerequisite: REE 1040 or consent of instructor) Financial analysis, development financing, land acquisition and structuring of real estate projects. Traditional and creative concepts, mechanisms for construction and permanent financing of single family housing, condominiums, shopping centers, office buildings and rental apartment building are covered. (3 hr. Lecture)

**REE 2041 REAL ESTATE PRINCIPLES AND PRACTICES - FREC II** 4 crs.  
(Prerequisite: Active Florida Real Estate Salesman's License for six months) Comprehensive study required by the Florida Real Estate Commission to qualify for the Florida Real Estate Broker's License. Applications must be approved before admission. (4 hr. Lecture)

**REE 2440 ABSTRACTS AND TITLES I** 3 crs.  
History of Florida titles, abstracts and researching, conveyances and encumbrances; title insurance; escrows and closings; land descriptions; and legal problems affecting land title. (3 hr. Lecture)

**REL 1210 THE OLD TESTAMENT** 3 crs.  
Introduction to the Bible includes history,

15 This course meets the State Board of Education Rule 6A-10.30 Writing Skills.

16 Required for students with test scores indicating need for remedial work before embarking on college-level curriculum.



literature, geography and religion of Israel through Exile and Restoration. (3 hr. Lecture)

**REL 1240 THE NEW TESTAMENT 3 crs.**

Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between Testaments, harmony of Gospels and history of early church in Acts and Epistles. (3 hr. Lecture)

**REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD 3 crs.**

Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism. (3 hr. Lecture)

**RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I 9 crs.**

(Co-requisites: RET 1272L) Introduction to basic science, theories and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. (9 hr. Lecture)

**RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY 3 crs.**

(Co-requisite: RET 1272) Emphasis on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery, pulmonary diagnostics, cardiopulmonary resuscitation and mechanical ventilation. (6 hr. Lab)

**RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II 6 crs.**

(Prerequisites: RET 1272, RET 1272L & RET 1874L; co-requisite: RET 1272L & RET 1875L) Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardio-pulmonary diseases. (6 hr. Lecture)

**RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY 2 crs.**

(Co-requisite: RET 1273) Emphasis on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation and monitoring and cardiopulmonary rehabilitation. (4 hr. Lab)

**RET 1874L CLINICAL INTERNSHIP I 1 crs.**

(Co-requisite: RET 1272, RET 1272L) Clinical practice of respiratory care in an eight-hour/week, hospital-based internship.

Pulmonary function diagnostics, disinfection and sterilization techniques, equipment recognition and maintenance are included. (8 hr. Lab)

**RET 1875L CLINICAL INTERNSHIP II 3 crs.**

(Prerequisite: RET 1874L) Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Includes medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas analysis. (24 hr. Lab)

**RET 1876L CLINICAL INTERNSHIP III 4 crs.**

(Prerequisite: RET 1875L) Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. (9 hr. Lab)

**RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III 7 crs.**

(Prerequisites: RET 1272, RET 1273, RET 1874L, RET 1875L, & RET 1876C; co-requisite: RET 2877L) Respiratory Care Clinical Lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. (6 hr. Lecture, 2 hr. Lab)

**RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV 7 crs.**

(Prerequisites: RET 1272, RET 1273, RET 1874L, RET 1875L, RET 1876C, RET 2280C & RET 2877L; co-requisite: RET 2878L) Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. (6 hr. Lecture, 2 hr. Lab)

**RET 2877L CLINICAL INTERNSHIP IV 2 crs.**

(Prerequisites: All 1000 level RET courses) Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient-case management. (16 hr. Lab)

**RET 2878L CLINICAL INTERNSHIP V 2 crs.**

(Prerequisite: RET 2877L) Provides department management experience in hospitals and in patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. (16 hr. Lab)

**RTE 1000 INTRODUCTION TO RADIOLOGIC TECHNOLOGY 3 crs.**

Introduction to Radiologic Technology including history; role of radiographer, radiographic imaging, x-ray production; equipment and processing; radiation protection and safety; hospital administration; legal and ethical issues related to Radiography. (3 hr. Lecture)

**RTE 1401C RADIOGRAPHIC TECHNIQUE I 3 crs.**

Methods of film processing and processors, darkroom chemistry. Image formation and construction, cassettes and grids; theory and practice of safe exposure values; accessories and use in production of radiographs; and equipment testing and quality control. (2 hr. Lecture, 2 hr. Lab)

**RTE 1457C RADIOGRAPHIC TECHNIQUE II 3 crs.**

In-depth analyses of radiographic exposure including density, detail, contrast, magnification and distortion. Laboratory exercise involving screen contact testing, Inverse Square Law and of image sharpness; and use of exposure charts. (2 hr. Lecture, 2 hr. Lab)

**RTE 1503C RADIOGRAPHIC PROCEDURES I 4 crs.**

(Co-requisite: BSC 1085) Radiographic examinations of chest, abdomen, upper extremities and shoulders includes medical and radiographic terminology, and fundamentals of patient care. (3 hr. Lecture, 2 hr. Lab)

**RTE 1512C RADIOGRAPHIC PROCEDURES II 3 crs.**

(Prerequisite: RTE 1503C; co-requisite: RTE 1814) Radiographic examinations of lower extremities, gastro-intestinal system and biliary system emphasizing radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films. Includes discussions on patient care and medical terminology and composition, use and effects of contrast media. (2 hr. Lecture, 2 hr. Lab)

**RTE 1523C RADIOGRAPHIC PROCEDURES III 4 crs.**

(Prerequisite: RTE 1512C; co-requisite: RTE 1824) Continuation of study in Radiologic anatomy, positioning, pathology and film critique with emphasis on the application of theory in radiography of the vertebral column, skull, sinuses, mastoids, facial



bones, optic foramen and orbits. Other topics to be covered include foreign body localization within the eye; long-bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics. (3 hr. Lecture, 2 hr. Lab)

**RTE 1804 RADIOGRAPHY CLINICAL EDUCATION I** 2 crs.

(Co-requisite: RTE 1503C) Supervised clinical application of theory from RTE 1503C and RTE 1000. Rotation through the Radiography Department gains experience in film filing, film processing and transportation of patients. Students observe, assist and perform radiographic procedures (chest, abdomen and extremities) under supervision. 16 hours weekly (16 hr. Lab)

**RTE 1814 RADIOGRAPHY CLINICAL EDUCATION II** 2 crs.

(Prerequisite: RTE 1804; co-requisite: RTE 1512C) Continuation of RTE 1804. Emphasis on upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. 16 hours weekly. (16 hr. Lab)

**RTE 1824 RADIOGRAPHY CLINICAL EDUCATION III** 2 crs.

(Prerequisite: RTE 1814; co-requisite: RTE 1523C) Continuation of RTE 1814. Emphasis on spine, genito-urinary system, thorax and film critique. Students will begin to perform procedures unassisted. 16 hours weekly. (16 hr. Lab)

**RTE 2308 RADIATION SAFETY** 2 crs.

Protection mechanisms for radiation workers, patients and the public including genetic and somatic effects of ionizing radiation. (2 hr. Lecture)

**RTE 2473C QUALITY ASSURANCE/QUALITY CONTROL** 2 crs.

Explores radiographic quality control including testing and evaluation of automatic processor chemistry, film processing techniques and equipment maintenance and JCAHO standards. (1 hr. Lecture, 2 hr. Lab)

**RTE 2533C RADIOGRAPHIC PROCEDURES IV** 4 crs.

(Prerequisite: RTE 1523C; co-requisite: RTE 2834) Continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on skull and special procedures including sinuses, mastoids, facial bones and orbits; mammography, operative procedures, angiography, myelography and special procedures; includes patient care, contrast media and medical terminology. (3 hr. Lecture, 2 hr. Lab)

**RTE 2563C ADVANCED MEDICAL IMAGING** 2 crs.

(Prerequisite: RTE 2533C; co-requisite:

RTE 2854) Interdisciplinary workshop to prepare the Radiography student for entry to the workplace. Research into advanced Radiologic modalities will be performed and presented by students. Topics specifically addressed include CT, MRI, sonography, nuclear medicine, radiation therapy and cardiac catheterization. (1 hr. Lecture, 2 hr. Lab)

**RTE 2571 COMPUTED TOMOGRAPHY** 2 crs.

(Prerequisite: RTE 2764 Cross Sectional Anatomy or approval from the instructor) Data collection, processing and display in Computed Tomography; systems configuration, operational principles, image manipulation; factors affecting imaging, quality assurance, patient factors and imaging protocols are presented. (2 hr. Lecture)

**RTE 2572 COMPUTED TOMOGRAPHY CLINICAL EDUCATION** 1 cr.

Clinical applications of theory from RTE 2571. Students observe, assist and perform CT under supervision of a CT technologist or radiologist. 80 hours clinical work at off-campus sites. (5 hr. Lab)

**RTE 2575 MAGNETIC RESONANCE IMAGING** 2 crs.

Data collection, processing and display in Magnetic Resonance Imaging. magnet resonance physics, systems configuration, operational principles, image manipulation, factors affecting imaging, quality assurance, patient factors and imaging protocols. (2 hr. Lecture)

**RTE 2576L MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION** 1 cr.

(Prerequisite: RTE 2575: Magnetic Resonance Imaging) Clinical applications of theory from RTE 2575. Students observe, assist and perform MRI under supervision of MRI technologist or radiologist. 80 hours clinical work at off-campus sites. (5 hr. Lab)

**RTE 2613 RADIOLOGIC PHYSICS** 3 crs.

(Prerequisite: PHY 1007) Covers physics of x-ray generators: theories of DC and AC with methodology for harnessing, distribution and measurement of current and EMF. Motors, transformers, single and three-phase x-ray generators; construction and function of x-ray tubes; Atomic Structure and its relation to generating x-rays. Interaction of radiation with matter - Pair production, Compton and photoelectric interaction; tube rating charts; testing x-ray systems. (3 hr. Lecture)

**RTE 2764 CROSS-SECTIONAL ANATOMY** 2 crs.

(Prerequisite: Admission to the course is limited to registered radiographers, registered sonographers or by permission of the instructor/program manager) Introduction to

cross-sectional anatomy for medical imaging. Normal and abnormal anatomy of brain, thorax, abdomen, pelvis and extremities in multiplanar sections by computerized tomography and magnetic resonance imaging. (2 hr. Lecture)

**RTE 2834 RADIOGRAPHY CLINICAL EDUCATION IV** 3 crs.

(Prerequisite: RTE 1824) Continuation of RTE 1824 performing procedures from previous clinical courses. Emphasis on radiography of the skull, special procedures and film critique. 24 hours weekly. (24 hr. Lab)

**RTE 2844 RADIOGRAPHY CLINICAL EDUCATION V** 3 crs.

(Prerequisite: RTE 2834) Continuation of RTE 2834 perfecting positioning skills and working independently. Clinical rotation through Special Procedures emphasizes application of each procedure and film critique. Meets 24 hours weekly. (24 hr. Lab)

**RTE 2854 RADIOGRAPHY CLINICAL EDUCATION VI** 3 crs.

(Prerequisite: RTE 2844) Continuation of RTE 2844 practicing positioning skills under minimal supervision. Emphasis on completing clinical competencies. Rotations through radiation oncology, cat scan, MRI, nuclear medicine, ultrasound and cardiac cath lab and film critique are included. Meets 24 hours weekly. (24 hr. Lab)

**RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION** 3 crs.

(Corequisite: SPO 0056) Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance. (3 hr. Lecture)

**RTV 2300C INTRODUCTION TO BROADCAST JOURNALISM** 3 crs.

(Prerequisite: JOU 1100 or permission of division chair) Basic broadcast journalism and role of teamwork in step-by-step production of news programs. Emphasis on reporter/writer's role in the newsroom, elements of broadcast newswriting and production and similarities and differences in news for television and news for newspapers. (2 hr. Lecture, 2 hr. Lab)

**SLS 1211 OPTIMAL SELF-DEVELOPMENT** 3 crs.

Introduces theories and methods of optimal self-development including self-directed activities for initiating self-change. (3 hr. Lecture)

**SLS 1300 SELF-ASSESSMENT** 1 cr.

Facilitates learning more about self interests, values, skills, personality and academic strengths in an independent study format. (1 hr. Lecture)

**SLS 1301 CAREER DEVELOPMENT** 3 crs.

Facilitates career decision-making and



employability skills; assessing interests, values, skills, personality and academic strengths and relate these to occupations and college majors. Communication skills, job-search strategies, resume writing and interviewing skills are covered. (3 hr. Lecture)

**SLS 1302 CAREER INFORMATION AND DECISION-MAKING** 1 cr.

Explores occupations/college majors to assist in career decision-making. (1 hr. Lecture)

**SLS 1303 JOB SEARCH** 1 cr.

Resume development, interviewing and job-search skills are covered. (1 hr. Lecture)

**SLS 1501 COLLEGE SURVIVAL SKILLS** 1 cr.

Facilitates improving notetaking, test-taking and study skills. Time-management and stress-management and stress-management techniques and methods to reduce test anxiety are covered. Individual learning styles will be examined. (1 hr. Lecture)

**SLS 1505 CRITICAL THINKING** 1 cr.

Demonstrates how to apply critical thinking skills to everyday problems and issues in school, careers and personal life. (1 hr. Lecture)

**SON 2000 PRACTICAL ASPECTS OF SONOGRAPHY** 2 crs.

(Prerequisite: Admission to Sonography program) Preparation for the Sonography program includes orientation, professional ethics, patient care procedures, Student Handbook review, quality control, record maintenance, scheduling, fiscal management, legal principles, teamwork principles, professional interaction and development, patient interview techniques and charting; Cross-sectional anatomy, scanning and film critique are introduced. (2 hr. Lecture)

**SON 2006 PROFESSIONAL ASPECTS IN SONOGRAPHY** 2 crs.

(Prerequisite: SON 2000) Preparation for Sonography work including administration, quality assurance, professional development and patient support; differential diagnosis and film critique; test-taking skills; cross sectional anatomy; and scanning skills are developed. (2 hr. Lecture)

**SON 2111 ABDOMINAL SONOGRAPHY I** 3 crs.

(Prerequisite: Admission to Sonography program) Introduction to transverse anatomy of abdominal area and recognition by sonographic visualization. (3 hr. Lecture)

**SON 2112 ABDOMINAL SONOGRAPHY II** 3 crs.

(Prerequisite: SON 2111) Sonographic imaging of abdominal viscera, and pathological processes includes correlation of ultrasound findings with clinical laboratory

tests. Vascular ultrasound is introduced. (3 hr. Lecture)

**SON 2121 OB/GYN SONOGRAPHY I** 3 crs.

(Prerequisite: Admission to Sonography program) Introduction to female pelvis emphasizing sonographic appearance of structures and pathological processes. Sonographic evaluation of early pregnancy is introduced. (3 hr. Lecture)

**SON 2122 OB/GYN SONOGRAPHY II** 3 crs.

(Prerequisite: SON 2121) Continuation of the female pelvis emphasizing sonographic appearance of structures and pathological processes. Sonographic evaluation of pregnancy and related conditions is introduced including vascular ultrasound. (3 hr. Lecture)

**SON 2161 NEUROSONOGRAPHY AND SUPERFICIAL STRUCTURES** 2 crs.

(Prerequisite: Admission to the Sonography program) Sonographic imaging of premature infant brain and pathological processes including sonographic evaluation of prostate, scrotum, thyroid gland and breast. Pediatric ultrasound is discussed. (2 hr. Lecture)

**SON 2211 ACOUSTICAL PHYSICS AND INSTRUMENTATION I** 2 crs.

(Prerequisite: Admission to Sonography program) Introduction to ultrasound, transducers and imaging instruments. (2 hr. Lecture)

**SON 2212 ACOUSTICAL PHYSICS AND INSTRUMENTATION II** 2 crs.

(Prerequisite: SON 2211) Continuation of ultrasound instruments; artifacts; Doppler instruments and safety; and equipment maintenance. (2 hr. Lecture)

**SON 2416 SONOGRAPHIC FILM CRITIQUE** 2 crs.

(Prerequisite: SON 2000) Review of case studies emphasizing technical factors, normal anatomy and pathological processes. (2 hr. Lecture)

**SON 2621 ACOUSTICAL PHYSICS SEMINAR** 1 cr.

(Prerequisite: SON 2212) Trends in ultrasound equipment, application, development as applied to acoustical physics are presented. (1 hr. Lecture)

**SON 2804 CLINICAL SONOGRAPHY I** 3 crs.

(Prerequisite: admission to Sonography program) Supervised clinical competency evaluation in performing sonographic procedures. Emphasizes patient care, equipment orientation, cross-sectional imaging planes and performance of quality exams. (20 hr. Lab)

**SON 2814 CLINICAL SONOGRAPHY II** 3 crs.

(Prerequisite: SON 2804) Continuation of

supervised clinical experience and competency evaluation. (24 hr. Lab)

**SON 2824 CLINICAL SONOGRAPHY III** 4 crs.

(Prerequisite: SON 2804) Continuation of supervised clinical experience and competency evaluation. (32 hr. Lab)

**SON 2930 INTERDISCIPLINARY AND RESEARCH SEMINAR** 1 cr.

(Prerequisite: Admission to the Sonography program) Presentation of case studies as research techniques, imaging fields, differential diagnosis, scanning and resume writing skills are developed. (1 hr. Lecture)

**SOP 2740 FEMINIST PSYCHOLOGY** 3 crs.

Focuses on historical and current roles of women emphasizing psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, men's liberation and women's movement. The impact on behavior of psychological constraints is examined within an experiential framework. (3 hr. Lecture)

**SOS 1102 SOILS AND FERTILIZERS** 3 crs.

Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers. (3 hr. Lecture)

**SOW 1031 INTRODUCTION TO SOCIAL WORK** 3 crs.

Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts which involve social workers. (3 hr. Lecture)

**SPC 1050 VOICE AND DICTION** 3 crs.

Introduces vocal mechanism and function; improves vocal quality and expressiveness, articulation, and pronunciation; and practice in International Phonetic Alphabet. (3 hr. Lecture)

**SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION** 3 crs.

Introduction to communication skills for one-on-one relationships including perception, self-awareness, conflict and listening emphasizing communication problems and skills. (3 hr. Lecture)

**SPC 1600 FUNDAMENTALS OF SPEECH** 3 crs.

Principles and techniques in effective speaking; develops poise and confidence through practice in presenting materials emphasizes individual development. Written work: 2,000 words. Requires C or better for transfer for A.A. degree cr.. (3 hr. Lecture)

**SPC 1601 PUBLIC SPEAKING** 3 crs.

(Prerequisite: SPC 1600 or permission of



division chairperson) Intensive study of public speaking reviewing briefly principles of speech preparation, organization and delivery and extensive practice in specialized types of speech communication experiences common to those called on to give speeches in public. (3 hr. Lecture)

**SPN 1120 ELEMENTARY SPANISH I** 4 crs.

Basic knowledge of Spanish grammar and composition, reasonable pronunciation and familiarity with life and cultures of native speakers of the language is provided. (4 hr. Lecture)

**SPN 1121 ELEMENTARY SPANISH II** 4 crs.

Continuation of SPN 1120. Reinforces basic skills and develops increased listening, speaking, reading and writing skills, grammar knowledge and cultural awareness. (4 hr. Lecture)

**SPN 1170 SPANISH IMMERSION STUDY PROGRAM** 6 crs.

An intensive, four week, homestay program providing real-life opportunities to attain proficiency in Spanish. Vocabulary building is emphasized along with written exercises and conversation. (6 hr. Lecture)

**SPN 2200 INTERMEDIATE SPANISH I** 3 crs.

(Prerequisite: SPN 1121 or equivalent) In-depth comprehension of grammar and composition with attention to pronunciation. Language laboratory is optional. (3 hr. Lecture)

**SPN 2201 INTERMEDIATE SPANISH II** 3 crs.

(Prerequisite: SPN 2200 or equivalent) Continuation of SPN 2200. Advanced grammar and composition is enhanced through translating, writing of themes and conversing. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of Spain. Language laboratory is optional. (3 hr. Lecture)

**SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I** 3 crs.

(Prerequisite: SPN 1121 or equivalent) Develops conversation skills in the language. Short dialogues and readings on Daily living experiences serve as topics for discussion and conversation in Spanish. Intensive oral practice is emphasized. (3 hr. Lecture)

**SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II** 3 crs.

(Prerequisite: SPN 2240 or equivalent) Continuation of SPN 2240. Topics for conversation are broader in scope, including current events, news and related topics. Intensive oral practice and vocabulary building are emphasized. (3 hr. Lecture)

**SPN 2340 SPANISH FOR NATIVE SPEAKERS** 3 crs.

(Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near-native speaker-has lived in a Spanish-speaking country) Emphasizes normative aspects of language: Writing, spelling, punctuation and grammar or sentence structure which are problems for Spanish speakers. Reading selections for vocabulary expansion and compositions are offered. (3 hr. Lecture)

**SSI 1949C CO-OP: SOCIAL SCIENCE TRAINING** 3 crs.

Coordinated work-study program reinforcing educational and professional growth through parallel involvement in classroom studies and field experience. Students and teacher-coordinator determine objectives for on-the-job social science assignments. Student is evaluated by the teacher-coordinator and immediate supervisor. (1 hr. Lecture, 10 hr. Lab)

**SSI 2949C CO-OP: SOCIAL SCIENCE TRAINING II** 3 crs.

Continuation of SSI 1949. (1 hr. Lecture, 10 hr. Lab)

**STA 1021 PROBABILITY AND STATISTICS** 1 cr.

Introduces fundamental laws of probability, measures of central tendency, standard deviation and normal distribution. (1 hr. Lecture)

**STA 2014 STATISTICS** 3 crs.

(Prerequisite: MAT 1033 or equivalent OR permission of Mathematics department chairperson) Introduces applied statistics and probability including frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation and coefficient, regression, sample space, permutations, combinations, probability and expectation. (3 hr. Lecture)

**SUR 1101C BASIC SURVEYING AND MAPPING** 4 crs.

(Prerequisite: MAC 1102) Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements. (3 hr. Lecture, 2 hr. Lab)

**SUR 1322C CAD FOR SURVEYORS** 2 crs.

(Prerequisites: SUR 1101, SUR 1640, SUR 1660) Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters. (1 hr. Lecture, 2 hr. Lab)

**SUR 1640C LAND SURVEYING COMPUTATIONS** 4 crs.

(Prerequisites: SUR 1101, MAC 1102) Introduction to errors and error analysis associated with surveying. (2 hr. Lecture, 4 hr. Lab)

**SUR 1660C PROFESSIONAL DRAFTING FOR SURVEYORS** 2 crs.

Techniques and drawings for land surveys using computers methods. (1 hr. Lecture, 3 hr. Lab)

**SUR 2201C ROUTE GEOMETRICS** 4 crs.

(Prerequisites: SUR 1101C, MAC 1114) Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory and earthwork analysis. (2 hr. Lecture, 4 hr. Lab)

**SUR 2301 PROJECT SURVEYING AND MAPPING** 3 crs.

(Prerequisite: SUR 1640) Procedures for map construction by field and photogrammetric means including control surveys, stadia, geometry of photographs, flight planning, photogrammetric measurements and equipment, map construction, earthwork volumes and applications. (3 hr. Lecture)

**SUR 2403 LAND SURVEYING PRINCIPLES** 3 crs.

(Prerequisite: SUR 1101C, SUR 2301) Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems. (3 hr. Lecture)

**SUR 2431 LAND SURVEYING PRACTICE** 3 crs.

(Prerequisite: SUR 1101, SUR 2403, SUR 1660) Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing. (3 hr. Lecture)

**SUR 2462C LAND PLANNING** 3 crs.

(Prerequisite: SUR 2301) Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects. (2 hr. Lecture, 4 hr. Lab)

**SUR 2500 ELECTRONIC AND GEODETIC SURVEYING** 4 crs.

(Prerequisites: SUR 1101C, SUR 1640, SUR 2403) EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications. (3 hr. Lecture, 2 hr. Lab)



**SYG 1012 INTRODUCTION TO GLOBAL STUDIES** 3 crs.

Introduces the realities of current global problems; changing demographic patterns, food and energy resources, structure of international relations emphasizing development of global perspectives for sophisticated citizens. (3 hr. Lecture)

**SYG 1230 AMERICAN MINORITIES TODAY** 3 crs.

Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. (3 hr. Lecture)

**SYG 1440 INTRODUCTION TO THE SOCIAL SCIENCES**<sup>18</sup> 3 crs.

Introduces the disciplines of social sciences which are interrelated emphasizing forces producing patterns of interrelationships including family, school, church and business and the significance of ongoing human culture. Written work: 2,000 words. Requires a C or better for transfer for A.A. degree cr.. (3 hr. Lecture)

**SYG 2000 INTRODUCTION TO SOCIOLOGY**<sup>18</sup> 3 crs.

Basic sociological concepts essential for understanding organized social life. The sociological approach to understanding human behavior includes data analysis, culture, socialization, social interaction, social structure, gender roles, education, religion, social movements, social institutions, sociological theories, demographic processes and social change. Written work: 2,000 words. Requires C or better for transfer for A.A. degree cr.. (3 hr. Lecture)

**SYG 2010 AMERICAN SOCIAL PROBLEMS** 3 crs.

(Prerequisite: SYG 1440 or permission of division chairperson) Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. (3 hr. Lecture)

**SYG 2430 MARRIAGE AND FAMILY** 3 crs.

Study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alterna-

tive life styles are also discussed. (3 hr. Lecture)

**SYG 2361 DEATH AND DYING** 3 crs.

Issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues. (3 hr. Lecture)

**SYG 2950 TRAVEL/STUDY: BRITISH SOCIOLOGY(I)** 3 crs.

Lectures at Cambridge University, England, on one of the following: British Life and Institutions I, II, III, or IV; United Kingdom Economy I and II; All British Society, Medieval English Society 1066-1500; The People of Shakespeare's England; Life, Literature, and Art in the Middle Ages 1000-1500; An Introduction to the English Legal System; Britain in the International Business World; The English Educational System; Applied Economics - A United Kingdom Perspective; Roman, Saxon, and Viking in Britain; British Politics Today; Modern Management Practices in Britain; The Economics of Britain and the Third World; Political Thought in England, 1650-1950; Contemporary British Society. (3 hr. Lecture)

**TAR 1120C ARCHITECTURAL DRAWING** 3 crs.

(Prerequisites: ART 1201C, ART 1300C) Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective and architectural shades and shadows. (2 hr. Lecture, 2 hr. Lab)

**TAX 2000 FEDERAL INCOME TAX I** 3 crs.

(Prerequisite: ACG 2022 or permission of instructor) Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to a senior institution. (3 hr. Lecture)

**TAX 2010 FEDERAL INCOME TAX II** 3 crs.

(Prerequisite: TAX 2000 or equivalent) Continuation of TAX 2000 focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to a senior institution. (3 hr. Lecture)

**THE 1000 INTRODUCTION TO THE THEATER** 3 crs.

A general approach to organization theater and develops knowledge and appreciation of

theater arts through historic and contemporary study of the drama. (3 hr. Lecture)

**THE 1020 TECHNIQUES OF DRAMATIC ART** 3 crs.

Study of the theater showing relationships of elements in the production of a play stressing aesthetic and practical place and function of playwright, director, designer, technician and actor. (3 hr. Lecture)

**THE 2050 THEATER FOR A CHILDREN'S AUDIENCE** 3 crs.

Analyzes theory of children's theater, surveys development within the American theatrical scene, studies function within the American community and materials available for use with children. (3 hr. Lecture)

**TPA 1210 FUNDAMENTALS OF STAGECRAFT**

Lectures and classroom demonstrations in construction, painting and handling of scenery, makeup and making properties. Crew hours are required. (3 hr. Lecture)

**TPA 1211 ADVANCED STAGECRAFT** 3 crs.

(Prerequisite: TPA 1210) Continuation of TPA 1210 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences. (3 hr. Lecture)

**TPP 1600 PLAYWRITING** 3 crs.

Introduction to the study, analysis and writing plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue and plot structure. (3 hr. Lecture)

**TPP 2100 ACTING I** 3 crs.

(Prerequisite: THE 1020 or permission of division chairperson) Fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization and motivation is given as students present scenes from plays. (3 hr. Lecture)

**TPP 2110 ACTING II** 3 crs.

(Prerequisite: TPP 2100 or permission of division chair) Continuation of TPP 2100 emphasizing processes of developing characterization and discover relationships affecting the character. Students study methods of auditioning, prepare a resumé and present monologues. (3 hr. Lecture)

**TPP 2510 MOVEMENT FOR THE THEATER** 3 crs.

Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of



movement, types and rhythms of movement and pantomime are included. (3 hr. Lecture)

**VSI 0110 VOCATIONAL MATHEMATICS SKILLS** 1 voc. cr.

For students needing to improve basic mathematics skills before entering a vocational program. Following diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

**VSI 0220 VOCATIONAL ENGLISH SKILLS** 1 voc. cr.

For students needing improvement in basic English skills prior to entering a vocational program. Following a diagnostic assessment, an individualized instructional prescription is developed. A post-test is administered at the completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

**VSI 0330 VOCATIONAL READING SKILLS** 1 voc. cr.

For students needing improvement in literal reading comprehension skills prior to entering a vocational program. Following a diagnostic assessment, an individualized

prescription is developed. A post-test is administered upon completion of the prescription. Graded passing or not passing (P-N). (20 hr. Lab)

**WOH 1012 ANCIENT AND MEDIEVAL HISTORY** 3 crs.

Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D.; legacy of the East, the Byzantine and Islamic worlds. (3 hr. Lecture)

**WOH 1022 MODERN WORLD HISTORY** 3 crs.

Continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic, and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples is covered. (3 hr. Lecture)

**ZOO 1010 GENERAL ZOOLOGY LECTURE** 3 crs.

(Prerequisite: BSC 1010; co-requisite: ZOO 1010L) Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. (3 hr. Lecture)

**ZOO 1010C GENERAL ZOOLOGY LABORATORY** 1 cr.

(Prerequisite: BSC 1010; co-requisite: ZOO 1010) Laboratory observation of representative groups of the animal kingdom. (2 hr. Lab)

**ZOO 2713 COMPARATIVE VERTEBRATE ANATOMY** 3 crs.

(Prerequisites: ZOO 1010, ZOO 1010L; co-requisite: ZOO 2713L) Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates. (3 hr. Lecture)

**ZOO 2713L COMPARATIVE VERTEBRATE ANATOMY LABORATORY** 1 cr.

(Co-requisite: ZOO 2713) Laboratory dissects representatives of major classes of vertebrates; lamprey, shark, Necturus and cat. (4 hr. Lab)





## Chapter 10

### DISTRICT ADMINISTRATIVE PERSONNEL

#### EISSEY, EDWARD M.

President  
Ph.D., Florida State University

#### BERTINO, SHEILA E.

Director, College Relations & Marketing  
M.S., University of Tennessee

#### BUSSELL, JAN S.

Dean, Vocational Education  
M.S., Florida State University

#### DAVIS, MARVITA Y.

Director, Financial Aid  
B.S., Florida A&M University

#### DYER, PATRICIA A.

Vice President, Academic Affairs  
Ed.D., Florida Atlantic University

#### EDWARDS, CLAUDE A.

Director, Physical Plant

#### ERLING, ELISABETH W.

Vice President, Planning & Information Systems  
Ed.D., Nova University

#### FAQUIR, HAMID

Director, Student Activities & Athletics  
M. Ed., Florida Atlantic University

#### HAYNES, MELVIN, JR.

Vice President, Student Services  
Ed.D., University of Georgia

#### HOWELL, JAMES O.

Director, Institutional Research  
Ph.D., New Mexico State University

#### JOHANSEN, DOUGLAS G.

Executive Director, Foundation & Development

#### JONES, RICHARD I.

Director, Purchasing  
B.S., University of Palm Beach

#### ROGERS, J. BARRY

Comptroller  
B.S., Florida State University

#### SCHNEIDER, JOSEPH M.

Director, Human Resources  
M.P.A., Florida Atlantic University

#### TATE, G. TONY

Vice President, Administration & Business Affairs  
Ed.D., Florida Atlantic University

### CAMPUS ADMINISTRATIVE PERSONNEL, ACADEMIC CHAIRS AND PROGRAM MANAGERS

#### ANDERSON, PATRICIA J.

Dean, Student Services II/Eissey  
M.S., Nova University

#### BECK, R. CELESTE

Dean of Academic Affairs II/Eissey  
M.S., Voc. Ed., Florida International University

#### BUKOWSKI, JOSEPH

Dean of Academic Affairs II/South  
Ed.D., Nova University

#### DUNKLE, GLADYS L.

Director of Campus LLRC/Eissey  
M.S.L.S., University of Kentucky

#### FRANKE, HELEN B.

Provost/Glades  
Ed.D., University of Florida

#### GUMMERE, JUDITH L.

Director, Continuing Studies I/South  
B.A., Florida Atlantic University

#### HANEY, PATRICK J.

Division V Chair/Central  
D.D.S., Marquette University

#### HOLCOMB, JOAN F.

Division I Chair/Eissey  
M.S., Florida International University

#### HOLCOMB, RICHARD E.

Division II Chair/Central  
Ph.D., Texas Tech University

#### HOLDEN, EILEEN B.

Division IV Chair/Central  
M.Ed., University of Houston

#### JACKSON, PHILLIP

Division I I Chair/Eissey  
M.A., North Carolina Central University

#### KELLEY, BRIAN

Director, Library Learning Resources/Central  
M.L.S., Florida State University

#### LOUNDERS, VICKI E.

Program Manager, Radiology/Eissey  
M.S., Nova University

#### MACLACHLAN, SCOTT

Dean/Student Services/Central  
M.Ed., Georgia Southern College

#### MARSTELLER, GLEN A.

Division III Chair/Central  
M.S., Florida State University

#### McGIRT, HARRIS D.

Dean, Student Services II/South  
Ed.D., Virginia Polytechnic Institute & State University

#### McLEOD, R. NORMAN

Division II Chair/South  
Ph.D., University of Florida

#### MOONEY, STAFFORD M.

Division I Chair/South  
M.A., Xavier University

#### SCHMIEDERER, JOHN M.

Dean of Academic Affairs III/Central  
Ed. S., Florida Atlantic University

#### SMITH, OTTIS R.

Provost/Eissey  
Ed.D., University of Southern Mississippi

#### TERHUNE, DAN L.

Provost/South/Central  
Ed.D., University of Florida

#### TIONA, ANTHONY L.

Division I Chair/Central  
M.B.A., Florida Atlantic University

#### WILLEY, EDWARD W.

Division III Chair/Eissey  
B.S., Wheeling Jesuit College

### CENTER FOR PERSONALIZED INSTRUCTION PROFESSIONALS

#### ADAMS, MARGARET B.

Learning Specialist, CPI/Central  
M.Ed., Northeastern University

#### COLLINS, LINDA C.

Learning Specialist, CPI/Eissey  
B.S., Appalachian State University

#### DASHER, A. J.

Learning Specialist/Eissey  
M.A. Florida State University

#### GUEVREMONT, LYNDA E.

Learning Specialist, CPI/Eissey  
M.Ed., Florida Atlantic University

#### KELLY, JOANNE M.

Learning Specialist, CPI/Central  
B.S., Barry University

#### McLANE, HELEN R.

Learning Specialist, CPI/South  
M.A., Florida Atlantic University

#### MURRAY, CARMEN L.

Learning Specialist, CPI/South  
B.S., Florida A & M University

#### PASAPANE, LOIS C.

Learning Specialist, CPI/Central  
M.S., Nova University

#### RAY, MAGDALA

Learning Specialist, CPI/Central  
B.A., Palm Beach Atlantic College

#### RODRIGUEZ-BRETZ, LIZETTE

Learning Specialist, CPI/Eissey  
B.S., Florida Atlantic University

#### SINISCALCHI, TIMOTHY

Learning Specialist/CPI/Central  
M.S.T., Boston College

#### SYLVEST, MARJORIE

Learning Specialist/CPI/South  
M.Ed., North Texas State University

### FULL-TIME FACULTY

#### ADAMS, JOHN F.

Professor, Communications/Central  
Ed.D., Florida Atlantic University

#### ALBEE, D. HUGH

Professor, Music/Central  
D.M., Florida State University

#### ALBER, KNUD D.

Assistant Professor, Mathematics/Central  
M.A., Louisiana State University

#### ALDRIDGE, JAMES E.

Senior Instructor, Biology/Central  
M.Ed., Florida Atlantic University

#### ALLRED, ELIZABETH T.

Senior Instructor, Biology/Central  
M.A., Mount Holyoke College

#### ANDERSON, G. JEAN

Assistant Professor, Asst. Director, Library Services III/Glades  
A.M.D., Florida State University

#### ANDERSON, PHILIP D.

Senior Instructor, Communications/South

M.Ed., University of Florida

#### ARANT, ODAS E.

Assistant Professor, Art/Central  
M.F.A., Florida State University

#### ARCHER, PATRICK

Senior Instructor, Art/Central  
M.F.A., California College of Arts and Crafts

#### ARORA, EASTER T.

Instructor, Nursing/Central  
M.S.Ed., Niagara University

#### ASHER, KATHLEEN M.

Senior Instructor, Communications/Central  
M.A., Central Michigan University

#### BARTOLONE, PRISCILLA D.

Senior Instructor, Nursing/Central  
M.S., University of Florida

#### BENKEN, BARBARA J.

Instructor, Nursing/Central  
B.S., State University College at Plattsburg, N.Y.

#### BENNETT, FREDDIE LEE

Associate Professor, Physical Education/South  
Ed.D., University of Utah

#### BERGEN, ROBERT A.

Senior Instructor, Biology/Eissey  
M.A., Florida State University

#### BEST, LATSY L.

Senior Instructor, Biology/Eissey  
M.S., Nova University

#### BETZ, VINCENT P.

Senior Instructor, Communications/Central  
M.Ed., University of Florida

#### Bey, KATHLEEN A.

Assistant Professor, Early Childhood/Central  
Ph.D., University of North Carolina at Greensboro

#### BIFERIE, CHRISTOPHER J.

Senior Instructor, Counselor/Central  
M.S., Nova University

#### BLOODWORTH, CAROL J.

Senior Instructor, Foreign Language/Central  
M.A.T., Emory University

#### BLUM, CAROLE

Senior Instructor, Librarian/Central  
M.S., Wayne State University

#### BOORMAN, VIRGINIA B.

Senior Instructor, Nursing/Central  
B.S., Alderson Broadus

#### BOORMAN, WILLIAM W.

Professor, Economics/Central  
Ph.D., Stanford University

#### BRAHLEK, STEVE J.

Senior Instructor, Communications/Central  
M.A., Northern Michigan University

#### BROOKS, VIRGINIA C.

Senior Instructor, Communications/Eissey  
M.A., University of Tennessee

#### BRUTON, JAMES L., JR.

Senior Instructor, Social Science/South  
Ed.D., Florida Atlantic University

#### BUTLER, THOMAS F.

Instructor, Computer Science/Word Processing/Eissey  
B.S., University of Miami

- CAINE, WILLIAM C.**  
Senior Instructor, Librarian/Central  
M.L.S., University of Texas at Austin
- CAMPBELL, JANETTE H.**  
Senior Instructor, Mathematics/Glades  
M.A., University of Alabama
- CAMPBELL, JUDY ANN B.**  
Professor, Nursing/Central  
Ed.D., Florida Atlantic University
- CAVALLARO, MAUREEN M.**  
Senior Instructor, Mathematics/South  
M.Ed., Florida Atlantic University
- CERAVOLO, JOSEPH J.**  
Senior Instructor, Chemistry/Central  
M.Ed., University of Pittsburgh
- COLBERT, M. HELENE**  
Senior Instructor, Dental Health/Central  
M.S., Boston University
- COLOMBO, COSTANTINO A.**  
Associate Professor, Science/South  
Ph.D., New York University
- CONNOLLY, JOANNE M.**  
Senior Instructor, Communications/South  
M.A., Florida Atlantic University
- CONNOLLY, JOHN M.**  
Senior Instructor, Communications/Central  
M.A., University of North Dakota
- CURLESS, WILBUR W.**  
Associate Professor, Biology/Eissey  
M.S.T., Florida Atlantic University
- DARCEY, HELEN B.**  
Assistant Professor, CPI/Central  
M.Ed., Florida Atlantic University
- DAUGHERTY, L. RAYBURN**  
Assistant Professor, Social Science/Central  
M.S., Indiana University
- DE ARMAS, ANA**  
Senior Instructor, CPI/Eissey  
M.S.T., Florida Atlantic University
- DEBEE, B. WAYNE**  
Senior Instructor, Counselor/South  
M.Ed., Florida Atlantic University
- DONNELLY, ROBERT M.**  
Senior Instructor, Librarian/Eissey  
M.L.S., University of South Florida
- DUNCAN, DAVID D.**  
Senior Instructor, CPI/Central  
M.A., Atlanta University
- DUXBURY, ALICE T.**  
Senior Instructor, Communications/Central  
M.A., Florida State University
- FAQUIR, MAQSOOD M.**  
Assistant Professor, Physical Education/Central  
M.S., University of West Florida
- FARMER, CAROL J.**  
Senior Instructor, Chemistry/Eissey  
M.S., University of Akron
- FERGUSON, GWENDOLYN P.**  
Senior Instructor, Counselor/Central  
M.Ed., Ohio University
- FLEISHER, RICHARD S.**  
Senior Instructor, Physics/Central  
M.S., Syracuse University
- FONTENOT, DANNY**  
Instructor, Culinary/Central  
A.S. New England Institute of Technology
- FORST, KIMBERLEY E.**  
Senior Instructor, Counselor/South  
M.A., Florida Atlantic University
- FOWLER, ETHEL M.**  
Senior Instructor, Home Economics/Central  
M.S., Framingham State College
- GARCIA, MARIA**  
Senior Instructor, Communications/Eissey  
M.S., Nova University
- GATTOZZI, KAREN B.**  
Assistant Professor, Business/Central  
J.D., Suffolk Law School
- GERALDI, ROBERT**  
Associate Professor, Communications/South  
Ph.D., University of South Carolina
- GERSON, ALLAN M.**  
Assistant Professor, Business/Eissey  
J.D., University of Maryland
- GIBSON, STEPHEN M.**  
Senior Instructor, Communications/Glades  
M.A., Syracuse University
- GIEFFERS, ALESSANDRA**  
Assistant Professor, Art/Eissey  
M.A., Hunter College, City University of New York
- GOEBEL, DONALD W., JR.**  
Assistant Professor, Chemistry/South  
M.A., Wayne State University
- GRAHAM, WILLIAM G.**  
Senior Instructor, Business/Real Estate/Central  
B.A., University of Florida
- GREENE, ADDIE L.**  
Coordinator of Student Programs/Central  
M.Ed., Florida A&M University
- GRIMM, CAROL C.**  
Senior Instructor, Computer Science/Central  
M.S.C.S., Nova University
- HAMLIN, ALLEN C.**  
Senior Instructor, Mathematics/Central  
M.S., Florida Atlantic University
- HANSON, CAROL V.**  
Instructor, Dental Assisting/Central  
A.S., Palm Beach Junior College
- HARDEN, DONNA A.**  
Instructor, Nursing/Central  
R.N., St. Francis Hospital School of Nursing
- HARRELL, ALMA M.**  
Assistant Professor, Nursing/Central  
M.Ed., M.S.N., Florida Atlantic University
- HARTMAN, MAURICE E.**  
Assistant Professor, Biology/Central  
M.A., Indiana University
- HAWKINS, BRADLEY J.**  
Senior Instructor, Counselor/South  
M.B.A., Nova University
- HAYNES, YVONNE A.**  
Assistant Professor, Social Science/South  
M.S.W., University of Georgia
- HENRY, RICHARD**  
Instructor, Computers/Central  
M.B.A.A., Riddle Aeronautical University
- HITCHCOCK, PAUL W.**  
Senior Instructor, Mathematics/Central  
A.M., Bowdoin College
- HITCHCOCK, SUSAN K.**  
Senior Instructor, Mathematics/Central  
M.S., University of Akron
- HOGAN, LISA A.**  
Senior Instructor, Librarian/Eissey  
M.A.L.S., Rosary College
- HOLLOWAY, JOAN H.**  
Senior Instructor, Business/Eissey  
M.A., George Peabody College
- HORWITZ, JAMES J.**  
Assistant Professor, Biology/Central  
M.S., Northern Illinois University
- HOWE, ALBERT L.**  
Instructor, Allied Health/Central  
A.S., Palm Beach Junior College
- HULL, HELEN M.**  
Assistant Professor, Nursing/Central  
M.S., University of Missouri
- HUSNI, NABIL A.**  
Senior Instructor, Mathematics/Eissey  
M.S., University of Missouri
- JENKINS, JOHN E.**  
Senior Instructor, Counselor/Eissey  
M.S., Florida A&M University
- JOHNSON, PATRICIA H.**  
Senior Instructor, Biology/Central  
M.S., Florida Atlantic University
- JOHNSON, PATRISHA A.**  
Senior Instructor, Communications/Eissey  
M.A., University of Florida
- JOHNSON, ROBIN C.**  
Senior Instructor, Counselor/Central  
M.S., Jacksonville State University
- JONES, ROBERT D.**  
Senior Instructor, Music/Central  
M.A., University of Connecticut
- KASS, MITCHELL E.**  
Assistant Professor, Social Science/Central  
M.S., Long Island University
- KILPATRICK, DIANA D.**  
Senior Instructor, Communications/Eissey  
M.A., Florida Atlantic University
- KLOPP, SOFIA**  
Senior Instructor, Business/Central  
M.B.A., Florida Institute of Technology
- KRIEGER, PETER J.**  
Professor, Science/Central  
Ed.D., Florida Atlantic University
- KURTZ, DANITA J.**  
Senior Instructor, Counselor/Central  
M.Ed., Florida Atlantic University
- LANE, FREDERICK C.**  
Senior Instructor, Computer Science/South  
M.A., Pennsylvania State University
- LANGSTON, MARIE A.**  
Senior Instructor, Mathematics/Central  
M.Ed., Florida Atlantic University
- LEVENSOM, FREDDA M.**  
Senior Instructor, Occupational Therapy/Central  
M.A., New York University
- LITTLER, FRANK A.**  
Associate Professor, Communications/South  
D.A., Illinois State University
- LONG, RONALD A.**  
Senior Instructor, Counselor/Eissey  
M.A., Ball State University
- LOWREY, ROSEMARIE**  
Senior Instructor, Librarian/Central  
M.L.S., Columbia University
- MacPHERSON, NANCY J.**  
Senior Instructor, Dental Health/Central  
M.Ed., Florida Atlantic University
- MADSON, RICHARD R.**  
Assistant Professor, Physical Education/Eissey  
M.A., Brigham Young University
- MANESH, MADJID (MIKE)**  
Senior Instructor, Mathematics/Central  
M.S., Nova University
- MARTIN, CAROLYN L.**  
Assistant Professor, Communications/Central  
Ph.D., University of Denver
- MATTHEWS, BARBARA C.**  
Professor, Psychology/Central  
Ed.D., University of Tennessee
- McCUE, JAMES C.**  
Senior Instructor, Physics/Central  
M.A., Hofstra University
- McELHANEY, JOSEPH G.**  
Instructor, Engineering/Central  
B.S.E.E., Carnegie Institute of Technology
- McLAUGHLIN, IDELL W.**  
Senior Instructor, Communications/Eissey  
M.A., Atlanta University
- McMAHON, PATRICK D.**  
Senior Instructor, Business/Glades  
M.S., The American College
- McWATERS, MARY K.**  
Assistant Professor, Computer Sciences/Central  
M.A.T., Jacksonville University
- MEEKER, SYLVIA C.**  
Senior Instructor, Allied Health/Central  
M.S., Florida International University
- MERKLE, EVELYN M.**  
Assistant Professor, Nursing/Central  
M.Ed., Florida Atlantic University  
M.S.N., Barry University
- MEYER, LOIS O. (Sunny)**  
Assistant Professor, Drama/Central  
Ed.S., Florida Atlantic University
- MILES, MICHAEL T.**  
Assistant Professor, Social Science/Central  
Ed.D., Nova University
- MILLARD, PHILIP W.**  
Senior Instructor, Engineering Technology/Central  
B.S., Northeast Missouri State Teachers College
- MILLER-SHAIVITZ, PATRICIA**  
Senior Instructor, Social Science/South  
M.A., Florida Atlantic University
- MKPONG, OFFIONG E.**  
Assistant Professor, Biology/South  
Ph.D., Ohio State University
- MOON, WILLIAM J.**  
Senior Instructor, Computer Science/Eissey  
M.B.A., George Mason University
- MOSSADEGHI, SEPANDAR (Frank)**  
Senior Instructor, Economics/Social Science/Eissey  
M.A., University of Tulsa
- MURPHY, JOHN A.D.**  
Associate Professor, Business/Accounting/Central  
Ph.D., Florida Atlantic University
- NIEMCZYK, KIM P.**  
Senior Instructor, Speech/South  
M.A., Florida State University
- NIKIDES, JOANNE H.**  
Senior Instructor, Business/Central  
M.B.A., University of Dayton
- NIXON, DAVID H.**  
Senior Instructor, Communications/South  
M.A., Florida Atlantic University



**O'CONNELL, DANIEL W.**  
Assistant Professor, Social Science/Central  
L.L.M., University of Missouri at Kansas City School of Law

**PARBHO, ERNEST B.**  
Assistant Professor, Journalism/Central  
M.A., University of Iowa

**PATTON, JOANNE C.**  
Senior Instructor, Counselor/Eissey  
M.S., Virginia Commonwealth University

**PECK, EDWIN T.**  
Senior Instructor, Communications/Eissey  
M.A., New York University

**PEREZ, HERB F.**  
Senior Instructor, Communications/Central  
M.A., University of Miami

**PETERS, JEFFERY C.**  
Senior Instructor, Counselor/Eissey  
M.A., Montclair State College

**PETRAKI, HENRY J.**  
Associate Professor, Health/Central  
Ph.D., Southern Illinois University

**PHILLIPS, JOHN A.**  
Professor, Science/Glades  
Ph.D., University of Southern Mississippi

**PINKERTON, BARBARA**  
Senior Instructor, Nursing/Central  
M.S.N., Adelphi University

**PRIDE, JOANN**  
Associate Professor, English/Reading/Eissey  
Ed.D., University of Mississippi

**PRINZ, JOHANNA M.**  
Instructor, Home Economics/Central  
B.F.A., Washington University

**PRIVACKY, NIKKI JO**  
Senior Instructor, Biology/Central  
M.B.S., Florida Atlantic University

**PRYWELLER, SEYMOUR**  
Assistant Professor, Music/Central  
M.Mus.Ed., Indiana University

**RAMOS, ARTHUR C.**  
Senior Instructor, Physics/Central  
M.A., Middle Tennessee State University

**RAY, CHARLIE L.**  
Associate Professor, Biology/Eissey  
Ph.D., Florida State University

**REARDON, JOEL B.**  
Assistant Professor, History/Central  
M.A., Eastern New Mexico University

**RICHMOND, SANDRA S.**  
Professor, Social Science/Central  
Ed.D., Florida Atlantic University

**RIVE JULIO, R.**  
Senior Instructor, Hospitality/Central  
M.S., Florida State University

**ROBINSON, TRINETTE W.**  
Associate Professor, Social Science/Central  
M.A., Florida Atlantic University

**ROLISON, ROGER W.**  
Associate Professor, Social Science/Glades  
Ph.D., Florida State University

**RUSSAL, BARRY K.**  
Professor Communications/Eissey  
Ph.D., Kent State University

**SALOMON, FRED B.**  
Assistant Professor, Biology/Central  
D.P.M., Dr. William M. Scholl College of Podiatric Medicine

**SCHEFFER, BARBARA J.**  
Assistant Professor, Business Law/Eissey  
J.D., Nova University

**SCHEURER, VICKI F.**  
Senior Instructor, Communications/Central  
M.A., Florida Atlantic University

**SCHNEIDER, ARTHUR E.**  
Assistant Professor, Communications/Central  
M.A., Florida State University

**SCHOENFELDT, ALYSE L.**  
Associate Professor, French/Spanish/Eissey  
M.A., Harvard University

**SHAPIRO, ADELE**  
Senior Instructor, Mathematics/South  
M.S., Yeshiva University

**SHAW, ROBERT G.**  
Senior Instructor, Mathematics/Central  
M.Ed., University of North Carolina

**SHAW, SANDRA L.**  
Assistant Professor, Business/Accounting/Central  
M.B.A., University of Central Florida

**SLATERY, W. PATRICK**  
Senior Instructor, Art/Central  
M.A., East Tennessee State University

**SMITH, NOEL S.**  
Assistant Professor, Business/South  
M.B.A., Florida State University

**SMITH, SEAN P.**  
Senior Instructor, Social Science/Eissey  
M.L.S., Mercer University

**STEFFEN, THOMAS H.**  
Assistant Professor, Engineering Technology/Central  
M.B.A., Carnegie-Mellon University

**STILL, MARY J.**  
Senior Instructor, Mathematics/Eissey  
M.Ed., Auburn University

**ST. PIERRE, KARIN L.**  
Senior Instructor, Communications/Eissey  
M.A., Florida Atlantic University

**STUART, GRACELYN V.**  
Senior Instructor, Accounting/South  
M.A., Florida Atlantic University

**SUMMERS, LINDA A.**  
Assistant Professor, Art/South  
Ed.S., Florida Atlantic University

**SUNDQUIST, JEFFREY J.**  
Senior Instructor, Physics/South  
M.S., University of Wisconsin

**THOMASSON, GARY D.**  
Senior Instructor, Mathematics/Central  
M.S., University of Tennessee

**THOMPSON, SUSAN M.**  
Senior Instructor, Marketing/Central  
M.A., University of South Florida

**THORSEN, DEBORAH**  
Senior Instructor, Economics/Central  
M.S., University of Georgia

**TOMEL, GAIL B.**  
Senior Instructor, Counselor/Central  
M.A., Wayne State University

**TOOHEY, CHARLES G.**  
Assistant Professor, Chemistry/Central  
M.S., University of Mississippi

**TOOHEY, PATRICIA**  
Senior Instructor, Mathematics/South  
M.S., State University of New York at New Paltz

**TOOMATH, MAJORIE A.**  
Senior Instructor, Dental Hygiene/Central  
B.S., Florida International University

**VAN DUSEN, FREDERICK**  
Senior Instructor, Criminal Justice/Central  
M.S., University of Rochester

**VAN PELT, RAYMOND**  
Associate Professor, Mathematics/South  
Ed.S., Florida Atlantic University

**VAN WYHE, WILLIAM K.**  
Senior Instructor, Mathematics/Central  
M.A., Michigan State University  
M.A., University of Oregon

**VIOLETTE, EILEEN A.**  
Assistant Professor, Nursing/Central  
M.Ed., Florida Atlantic University  
M.S.N., Barry University

**VOILS, DONALD L.**  
Associate Professor, Data Processing/South  
M.A., University of Illinois

**WADE, IDELLA B.**  
Senior Instructor, Librarian/Central  
M.S.L.S., Atlanta University

**WALKER, WAWEISE J.**  
Senior Instructor, Biology/Central  
M.S., University of Delaware

**WALLERSTEIN, JOY W.**  
Instructor, Respiratory Care/Eissey  
A.S., Kingsborough Community College

**WARNER, PATRICIA V.**  
Assistant Professor, Science/Central  
Ph.D., Temple University

**WEBBER, ALLEN L.**  
Assistant Professor, Music/Central  
M.M., Miami University

**WERSHOVEN, CAROL J.**  
Associate Professor, English/South  
Ph.D., University of Florida

**WILLIAMS, SANDRA K.**  
Senior Instructor, Art/Central  
M.S., Illinois State University

**WILSON, WILLIAM J.**  
Associate Professor, Communications/Central  
Ed.D., Nova University

**WITHERSPOON, DOROTHY D.**  
Senior Instructor, CPI/Central  
M.Ed., Florida Atlantic University

**WOOD, JAMES B.**  
Associate Professor, Physics/Central  
Ph.D., University of Arizona

**WOODS, MARY J.**  
Senior Instructor, Nursing/Central  
M.S., Rutgers University

**YINGER, RICHARD E.**  
Professor, Sociology/Central  
Ph.D., Florida State University

**YOUNG, ZENAIIDA I.**  
Senior Instructor, Interior Design/Central  
M.S., Florida State University

**ZAZZI, HENRY R.**  
Assistant Professor, Criminal Justice/Central  
M.S.W., Our Lady of the Lake University

**ZINSER, NANCY C.**  
Senior Instructor, Dental Hygiene/Central  
B.S., University of Louisville

## EMERITUS FACULTY/ ADMINISTRATION

**ACKERMAN, KENNETH E.**  
Science/Chemistry 1960-80  
M.A., Western Reserve University

**AMBROSIO, MARTHA A.**  
Business/Hotel-Food Service 1963-80  
R.D., Florida State University

**BAILEY, RICHARD R.**  
Biology 1974-89  
M.S., Fairleigh Dickinson University

**BAKER, HOWARD**  
Biology 1958-69  
M.S., Kansas State Teachers College

**BALDREE, WILLIAM G.**  
Data Processing 1966-82  
M.A., Florida Atlantic University

**BARTON, FRANCIS D.**  
Mathematics 1968-87  
M.Ed., Florida Atlantic University

**BATSON, ROBERT L., JR.**  
Business 1958-60  
Chairman, Business 1960-68  
Business 1968-89  
M.Ed., George Peabody College of Teachers

**BAUGHER, JAMES**  
Financial Office 1957-59  
Director of Business Affairs 1959-69  
M.Ed., University of Florida

**BECHERER, FLOYD O.**  
Social Science 1957-86  
M.A., Washington University

**BENEDICT, DEAN G.**  
Dental Assisting 1966-80  
D.D.S., Ohio State University

**BLANTON, BETTY G.**  
Physical Education 1965-91  
M.P.E.H., University of Florida

**BOOK, ROBERT L.**  
Engineering 1964-86  
M.S., Florida State University

**BOSWORTH, MARY L.**  
Reading 1968-74  
Chairperson, Basic Studies 1974-75  
Assistant Chairperson, Communications, 1975-82  
Assistant Chairperson, CPI 1982-86  
Center for Personalized Instruction 1986-87  
Ed.D., University of Miami

**BOTTOSTO, SAMUEL S.**  
Chairperson, Social Science Department 1960-84  
Ed.D., University of Florida

**BUSSELLE, DONALD H.**  
Communications 1961-88  
M.S., Florida State University

**BUTLER, CAROL S.**  
Biology 1967-90  
Ed.D., Florida Atlantic University

**BUTLER, PAUL W.**  
Guidance 1965-84  
M.A., Fisk University

**BUTTERWORTH, DONALD Q.**  
Music 1964-78  
Ed.D., Teachers College, Columbia University

**CAYLOR, DANIEL P., JR.**  
Biology 1960-85  
M.S., Cornell University

**COFFIN, JEAN A.**  
Nursing 1974-84



M.S., University of Chicago

**COLLINS, LAURA R.**

Senior Instructor,  
Communications 1972-94  
M.A., University of Kentucky

**CONNELLY, OLGA**

Communications 1965-77  
M.A., University of Michigan

**COOK, DONALD W.**

Guidance 1965-82  
Director, Counseling Services 1983-1986  
M.Ed., University of Florida

**COOPER, JAMES A.**

Electronics 1960-77  
M.S., U.S. Naval Post Graduate School

**D'ANGIO, ROBERT A.**

Social Science 1968-73  
Director of Continuing Education,  
1973-79 North Campus  
M.A., Stetson University

**DASHER, PAUL W.**

Physical Science 1968-73  
Chairman, Physics & Physical Science  
1976-87  
Chairperson, Science 1976-87  
Ph.D., Indiana University

**DAVEY, ELIZABETH Y.**

Dean of Women, Counselor 1965-79  
M.S., Barry College

**DAVIES, SIDNEY H.**

Social Science 1962-72  
S.T.D., Temple University

**DICKINSON, SARAH L.**

Communications 1968-86  
M.A., Duke University

**DIXON, ELEANOR R.**

Business Education 1961-72  
M.A., University of Kentucky

**DOOLEY, RUTH W.**

Librarian 1957-90  
A.B., Indiana University

**DOUGLASS, WILEY C.**

Librarian 1964  
Director, Library Learning Resource  
Center 1965-87  
M.A., Appalachian State

**DRAWDY, KATHLEEN C.**

Senior Instructor, Nursing 1983-94  
M.S.N., Russell Sage College

**EASTERLING, EDITH F.**

Communications 1958-84  
M.A., University of Alabama

**EBERT, REUBEN**

Mathematics 1965-67  
Ph.D., New York University

**EVANS, HOWARD K.**

Mathematics 1966-91  
M.Ed., University of Georgia

**FAYSSOUX, JACK C., JR.**

Chemistry 1964-91  
M.S., University of Mississippi

**FERGUSON, ARDATA B.**

English/Reading 1977-83  
M.A., Atlantic University

**FERGUSON, JESSE E.**

Guidance 1970-75  
Assistant Registrar 1975-82  
M.A., New York University

**FLATLEY, L. JAMES**

Dental Health 1981-82  
Program Manager, Dental Health  
1982-91  
D.D.S., Marquette University

**FLORY, WILLIAM C.**

Communications 1968-81  
M.A., University of Florida

**FOLEY, KENAN F.**

Mathematics 1966-86  
Program Manager, CPI 1986-87  
M.S., Syracuse University

**FOSTER, HAL D., JR.**

Librarian 1967-92  
M.Ed., University of North Carolina

**FOX, ROY S.**

Business, Accounting 1982-92  
Ph.D., Northwestern University

**FRANKLIN, WALTER A.**

Senior Instructor, Business  
Education 1961-93  
M.A., George Peabody College for  
Teachers

**FREEDMAN, ARNOLD M.**

Social Science 1964-87  
Ph.D., University of Florida

**GALBRAITH, WILLIAM B.**

Physics 1956-85  
M.Ed., University of Florida

**GATHMAN, CRAIG A.**

Biology 1948-52, 1955-76  
Chairperson, 1964-70  
M.S., University of Miami

**GANS, PHILIP**

Computer Science 1977-93  
BGE., North Carolina State College

**GERSTEIN, IRVING J.**

Dental Laboratory Technology 1979-93  
M.A., New York University

**GHIOTO, BANNA I.**

Nursing 1974-79  
M.S., University of Maryland

**GLYNN, PAUL J.**

Dean of Students 1949-75  
Vice President, Student Affairs 1975-78  
M.A., Montclair State College

**GRAHAM, CHARLES G.**

Business Education 1960-68  
Assistant Registrar 1968-75  
Registrar 1975-88  
M.A., Memphis State University

**GRAHAM, PAUL W.**

Director, Evening Classes 1959-65  
Dean of Instruction 1965-71  
Dean of Academic Affairs 1971-75  
Vice President of Academic Affairs  
1975-84  
Ed.D., University of Mississippi

**GRAHAM, WALKER A.**

Communications 1965-82  
M.A., University of Mississippi

**GRAY, JOSEPHINE M.**

Art 1964-78  
M.S., Teachers College, Columbia  
University

**GROSS, IMOGENE A.**

Chemistry, Physics 1933-56  
M.A., Johns-Hopkins University

**GROSS, IRVING J.**

Music 1968-89  
M.M., Northwestern University

**HAKUCHA, MICHAEL**

Assistant Chairperson, Dental Hygiene  
1965-76  
D.D.S., University of Pittsburgh

**HALE, REUBEN A.**

Art 1961-64, 1965-80  
Chair, Humanities 1980-92  
M.F.A., Southern Illinois University

**HALL, EDITH F.**

Business/Home Economics 1949-79  
M.S., Florida State University

**HARRELL, FREDDIE L.**

Dean, Student Services 1972-94  
M.Ed., Florida Atlantic University

**HARVEY, OTIS P., JR.**

Music 1960-68  
Coordinator, Evening Division 1968-75  
Dean, Continuing Education 1975-89  
M.M., No. Texas State College

**HERMAN, DOROTHY FEED**

English 1960-69  
M.A., Florida State University

**HINCKLEY, LEONARD**

Engineering 1965-75  
M.Ed., Florida Atlantic University

**HOLLING, FRED J., JR.**

Biology 1961-70  
Assistant & Coordinator, Evening  
Division 1971-75  
Coordinator & Director, Continuing  
Education 1975-84  
M.A., University of Florida

**HOLZMAN, ROBERT C.**

Business 1965-68  
Chairperson, Business Department  
1968-76  
M.Ed., University of Miami

**HOUSER, JAMES C., JR.**

Art 1960-91  
M.F.A., University of Florida

**HUBER, EARL B.**

Chairperson, Basic Studies Department  
1961-74  
M.A., Western Kentucky College

**HUNEKE, WINIFRED H.**

Nursing 1967-83  
M.S., University of Pennsylvania

**JEFFERSON, FREDDIE S.**

Communications/1972-83  
Division I Chair, 1983-91  
Communications 1991-92  
Ed.S., Florida State University

**JENSEN, NINA K.**

Chairperson, Art Department 1948-64  
M.A., Diploma of Fine Arts, Columbia  
University

**JOHNSON, PATRICIA A.**

Senior Instructor, Music 1970-94  
M.M., Howard University

**JOHNSTON, H. ALAN**

Associate Professor,  
Psychology 1977-94  
Ph.D., University of Florida

**JONES, JOAN S.**

Foreign Languages 1967-89  
A.M., University of Cincinnati

**KELLY, JOHN W.**

Director, Data Processing 1978-92

**KNITTLE, CARL T.**

Communications 1966-79  
M.A., Ohio State University

**KNOWLES, BOBBIE LEE**

Senior Instructor, Physical  
Education 1967-94  
M.S., West Virginia University

**KOONTZ, JONATHAN W.**

Coordinator, News Bureau 1965-80  
Director, Information Services 1980-87  
M.A., Columbia University

**KOZA, SISTER GWEN**

Assistant Professor, Mathematics/Eissey  
1981-94  
M.A.T. University of Cincinnati

**KRAMER, GORDON J.**

Communications 1964-86  
M.Ed., University of Florida

**KRUMM, BRYON C.**

Dental Laboratory Technology 1966-87  
Franklin University

**LEAHY, FRANCIS L.**

Senior Instructor, Drama 1958-94

M.A., University of South Dakota

**LEAPMAN, PHYLLIS L.**

Nursing 1982-93  
M.A., Columbia University

**LEDBETTER, M. FRANCES**

Business 1966-87  
M.Ed., University of Florida

**LEGGITT, DOROTHY**

Basic Studies 1965-73  
L.H.D., University of Illinois

**LESKO, JOSEPH M.**

Science/Chemistry 1961-86  
M.S., University of Mississippi

**MACKENZIE, C. CATHARINE**

Nursing 1960-70  
M.A., Columbia University

**MANOR, HAROLD C.**

President 1957-78  
Ed.D., Indiana University

**MARTIN, JOHN W.**

Business Administration 1966-70  
M.A., Stetson University

**MAYFIELD, LAURENCE H.**

Guidance, Registrar 1958-75  
M.S., Kansas State College

**McCANN, HARRIET S.**

Nursing 1973-83  
M.S., New York University

**McCREIGHT, CHARLES R.**

Communications 1962-91  
M.Ed., University of Illinois

**McLAUGHLIN, FRANK J.**

Senior Instructor, Counselor 1968-93  
M.A.Ed., Westminster College

**McNEELY, MARIAN C.**

Guidance 1966-85  
Ed.D., Nova University

**METTS, PATRICIA M.**

Nursing 1972-81  
Ed.D., Florida Atlantic University

**MILES, JAMES B.**

Art 1963-67  
Chairperson, Art Department  
Ed.D., North Texas State University

**MORGAN, BETTY A.**

Nursing 1960-69  
Division Chair, Nursing 1969-92  
Ed.S. Florida Atlantic University

**MORSE, MARIAN F.**

Psychology, Social Studies 1934-55  
M.A., Florida State University

**MOSS, ROBERT**

Counselor 1960-64  
Evening Coordinator 1964-68  
Assistant Dean, Student Personnel-Men  
1968-78  
Dean, Student Activities/Central 1978-85  
Director, Student Activities/Eissey  
1985-88  
Ed.S., Florida Atlantic University

**MYATT, ELEANOR J.**

Senior Instructor, Social Science/Central  
1960-1994  
M.A., Smith College

**O'BRIEN, JOSEPH E.**

Mathematics 1983-93  
M.A., Suffolk University

**OKERSTROM, THELMA C.**

Business Education 1955-68  
M.Ed., University of Pittsburgh

**O'NEILL, JOHN L.**

Social Science 1969-80  
M.A.T., University of Florida

**ORSENI, MARY B.**

Center Registrar 1972-86  
Director, Glades Center 1986-89



- M.S., Cornell University
- PAINTER, BERNARD E.**  
Business 1972-87  
M.Ed., Pennsylvania State University
- PAYNE, JOSEPH O.**  
Social Science 1958-82  
M.Ed., University of North Carolina
- PHILLIPS, EMMA J.**  
English 1958-70  
Ph.D., Indiana University
- PLATT, JOHN**  
Communications 1958-88  
M.A., University of South Carolina
- POOLE, NOREEN K.**  
Nursing 1973-91  
M.Ed., Florida Atlantic University
- PRENTICE, MAVILENE**  
Home Economics 1966-86  
M.S., Purdue University
- PUTZ, CARL F.**  
Engineering Technology 1978-89  
M.S., Ohio State University
- RADER, JENNINGS B.**  
Engineering Technology Department 1961-72  
Chairperson, Engineering Technology Department 1972-84  
M.A., George Peabody College for Teachers
- REYNOLDS, HOWARD M.**  
Physical Education 1969-93  
Ed.D., University of Kentucky
- RICHARDSON, MARGARET B.**  
Librarian 1959-88  
M.S. in L.S., Atlanta University
- ROBERTS, BENJAMIN S.**  
Librarian 1963-85
- M.A., Florida State University
- ROYALL, WALTER H.**  
Data Processing 1965-76  
B.A., McMaster University
- ROYCE, LETHA M.**  
Music 1959-70  
Chairperson, Music Department 1970-83  
M.M., Florida State University
- SAILE, MARCIA C.**  
Mathematics 1957-58, 1965-77  
M.A., University of Michigan
- SALISBURY, ELEANOR MAYOCK**  
Social Science/Psychology 1966-92  
M.S., Bucknell University
- SAUNDERS, FRANKLIN F.**  
Health 1977-91  
Ph.D., Florida State University
- SCHILD, MILDRED M.**  
Mathematics 1964-76  
M.A., University of North Carolina
- SEEMAYER, DELORES**  
Health 1966-88  
M.S., Florida State University
- SHACKELFORD, OSCAR E.**  
Senior Instructor, Criminal Justice 1977-94  
M.P.A., Florida Atlantic University
- SMILEY, LILLIAN**  
Chairperson, Nursing Department 1959-69  
M.A., Columbia University
- SMITH, RICHARD M.**  
Art 1969-80  
M.A., Washington University
- SMITH, SUE C.**  
Senior Instructor, Business Education 1967-94
- M.A., Peabody College
- SPRAGUE, FRANKIE D.**  
Business Education 1973-92  
M.Ed., Florida Atlantic University
- STECKLER, ANN H.**  
Business 1973-82  
Division Chair, Business 1982-92  
M.A.T., Florida Atlantic University
- STERLING, JEWEL S.**  
Communications 1970-91  
M.A., North Texas State University
- SWEET, RAYMOND W.**  
Mathematics 1964-83  
M.A., State College of Iowa
- TANNER, JAMES W.**  
Physical Education 1965-74  
Assistant Evening Coordinator 1974-75  
Coordinator, Continuing Education 1975-78  
Dean of Academic Affairs 1978-93  
M.S., N.W. Missouri State University
- THOMAS, MILTON U.**  
Library 1967-85  
M.A.Ed., (AV), Appalachian University
- TRAVIS, RICHARD, L.**  
Mathematics 1962-72  
Asst. Chairperson, Mathematics 1972-81  
Chairperson, CPI Department 1981-85  
M.S., New York State College
- TRICHLER, JAMES R.**  
Dental Laboratory Technology 1965-79  
C.D.T.
- TURECKI, ANATOLE**  
Senior Instructor, Data Processing 1984-94  
M.S.E.E., University of Pennsylvania
- TUTTLE, LAWRENCE D.**  
Chairperson, Law Enforcement 1970-79  
Social Science 1966-70  
M.Ed., Florida Atlantic University
- WARNER, LEON B.**  
Guidance 1963-75  
M.Ed., University of Rochester
- WEATHERLY, JAMES N., JR.**  
Business 1979-89  
M.B.A., University of North Carolina
- WHITMER, DON C.**  
Engineering Technology 1957-64  
Chairman, Engineering Tech. 1964-71  
Dean, Occupational Studies 1971-82  
M.A., University of Alabama
- WIDDOWS, RUTHANNA R.**  
Business/Retailing 1966-81  
M.S., New York University
- WING, RUTH A.**  
Mathematics 1962-66  
Chairperson, Mathematics Department 1966-86  
M.S., Florida State University
- WOOLFE, ELIZABETH A.**  
Director, Continuing Studies I 1978-94  
Ed.D., Florida Atlantic University
- YOUNG, JOAN C.**  
Communications 1977-90  
Ph.D., University of Florida
- ZACHERL, ALICE**  
Librarian 1974-75  
Assistant Director Library Services III 1975-82  
Librarian 1982-84  
Director of Campus LLRC 1984-89  
M.S./L.S., University of Pittsburgh



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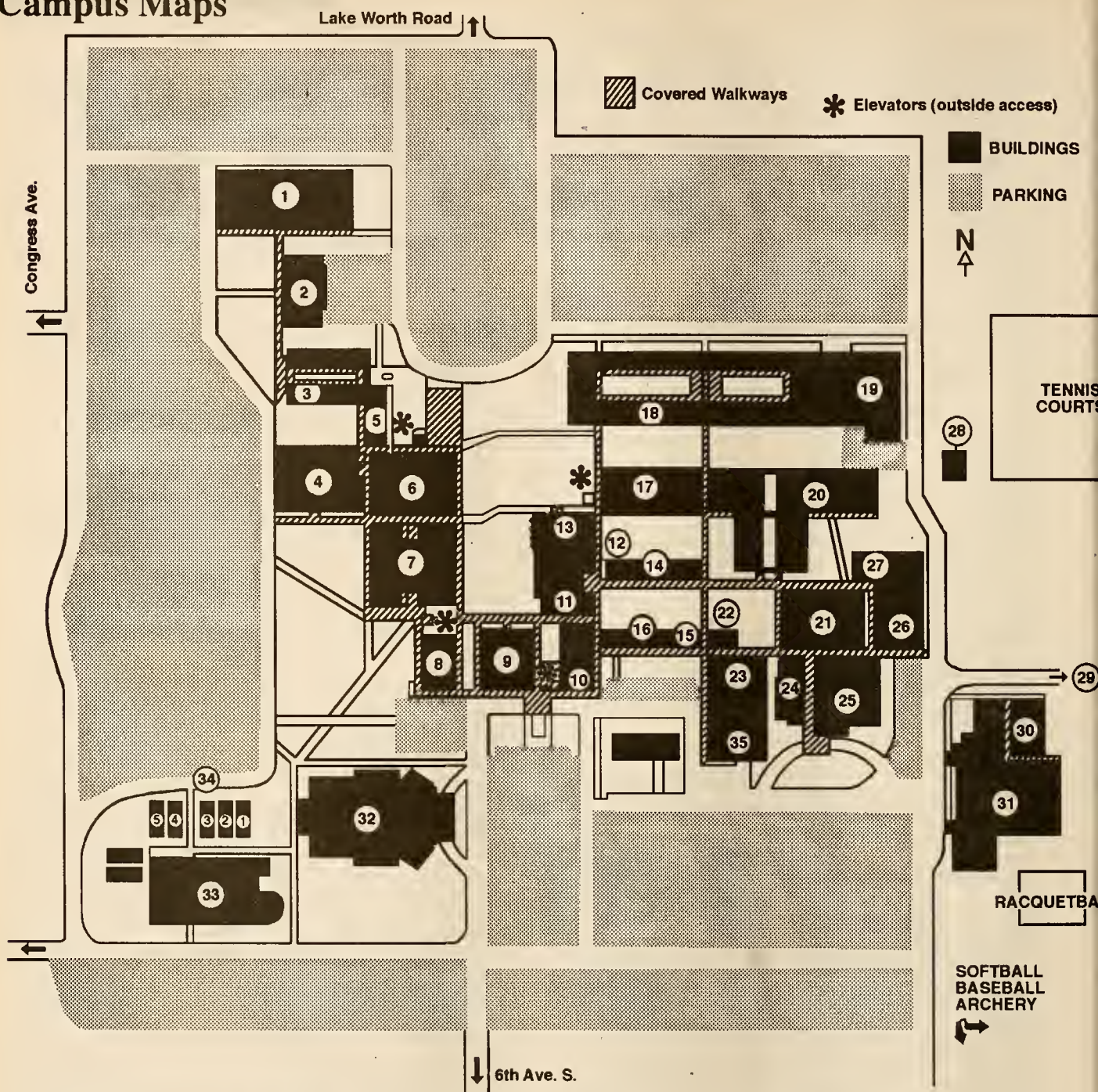
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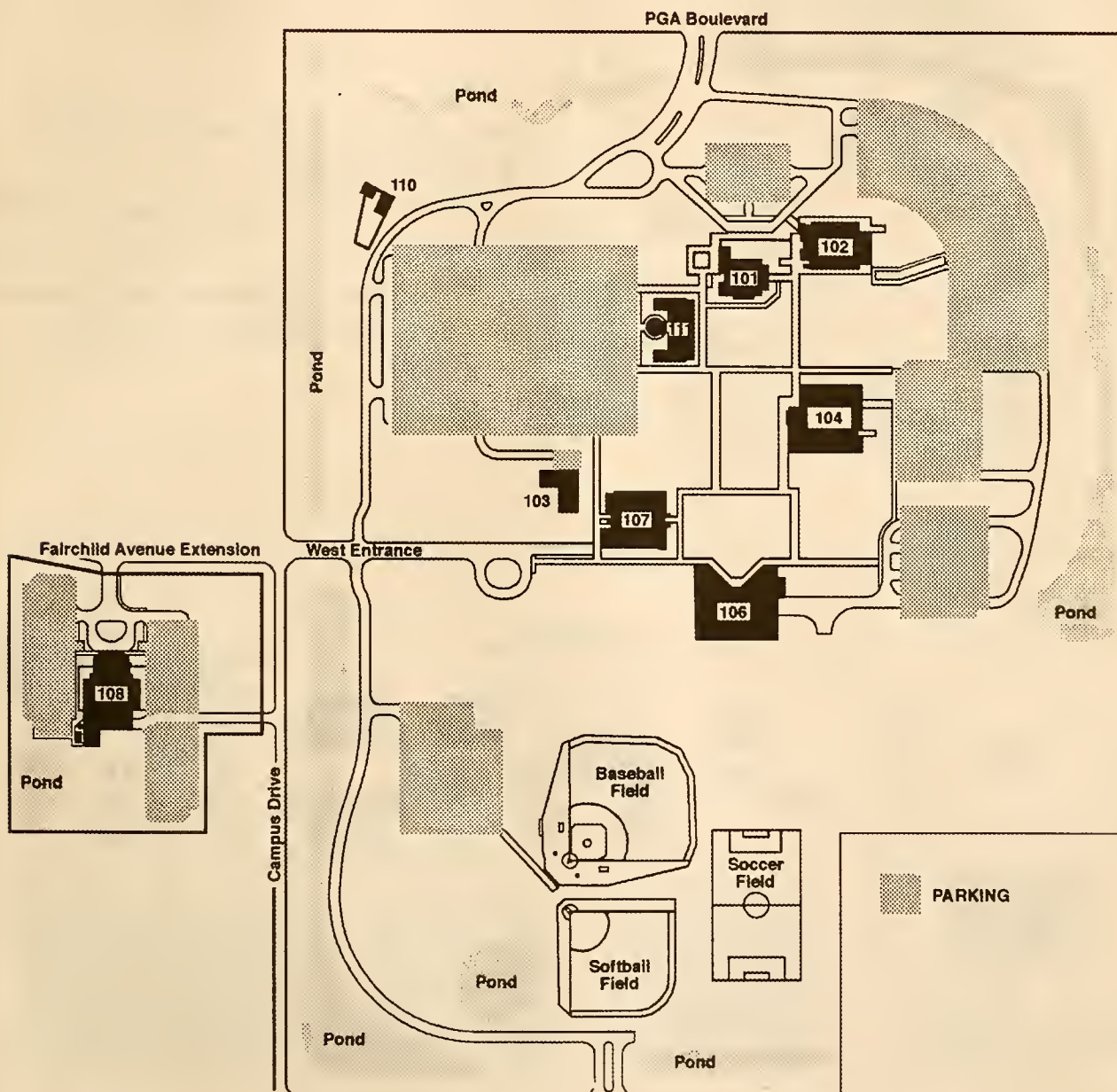
# Campus Maps



## Palm Beach Community College Central Campus 4200 Congress Ave., Lake Worth, FL 33461-4796

- |   |  |                                       |
|---|--|---------------------------------------|
| 1. Dental Health - DH                               | 13. CAD LAB Drafting   | 24. Financial Aid                     |
| 2. Technical Laboratory - TL                        | 14. CPI Reading Laboratory - CP  | 25. Cafeteria                         |
| 3. Engineering - TE                                 | 15. Provost's Office   | 26. Student Activities Center - SAC   |
| 4. Philip O. Lichtblau<br>Allied Health Center - AH | 16. CPI Mathematics Laboratory - CP  | 27. Testing Center, Disabled Services |
| 5. Graphic Communications                           | 17. Britton G. Sayles Social Science - SS  | 28. Tennis Shop                       |
| 6. Business Administration - BA                     | 18. Science - SC   | 29. Physical Plant                    |
| 7. Harold C. Manor Library - LLRC/LC                | 19. President's Dining Room  | 30. Fitness Center                    |
| 8. Data Processing - DP                             | 20. Criminal Justice - CJ  | 31. Gymnasium - PE/GYM                |
| 9. Administration Offices                           | 21. Paul J. Glynn Student Services Center<br>Admissions, Advising, Career Center,<br>Counseling, Nurse & Registrar | 32. Watson B. Duncan III Theatre - AU |
| 10. Cashier's Office/Finance                        | 22. Security   | 33. Humanities - HU                   |
| 11. Paul W. Graham Continuing Studies - CE          | 23. Bookstore  | 34. Temporary Classroom Modules       |
| 12. Beachcomber - Student Publication               |  | 35. Central Receiving                 |

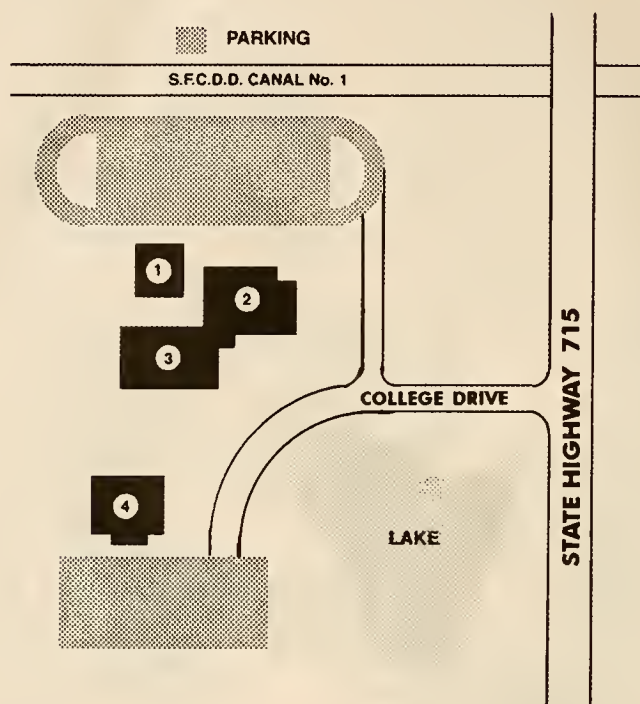




**Palm Beach Community College Edward M. Eissey Campus**  
 3160 PGA Blvd., Palm Beach Gardens, FL 33410-2893

- |                                  |  |
|----------------------------------|--|
| 101 Administration               | 107 Philip D. Lewis Center for<br>Business and Industry Technology |
| 102 Classroom Bldg.              | 108 Edward M. Eissey Campus Theatre                                |
| 103 Mechanical Bldg.             | 110 Greenhouse   |
| 104 LLRC/Lab                     | 111 Classroom Bldg.  |
| 106 Burt Reynolds Student Center |  |

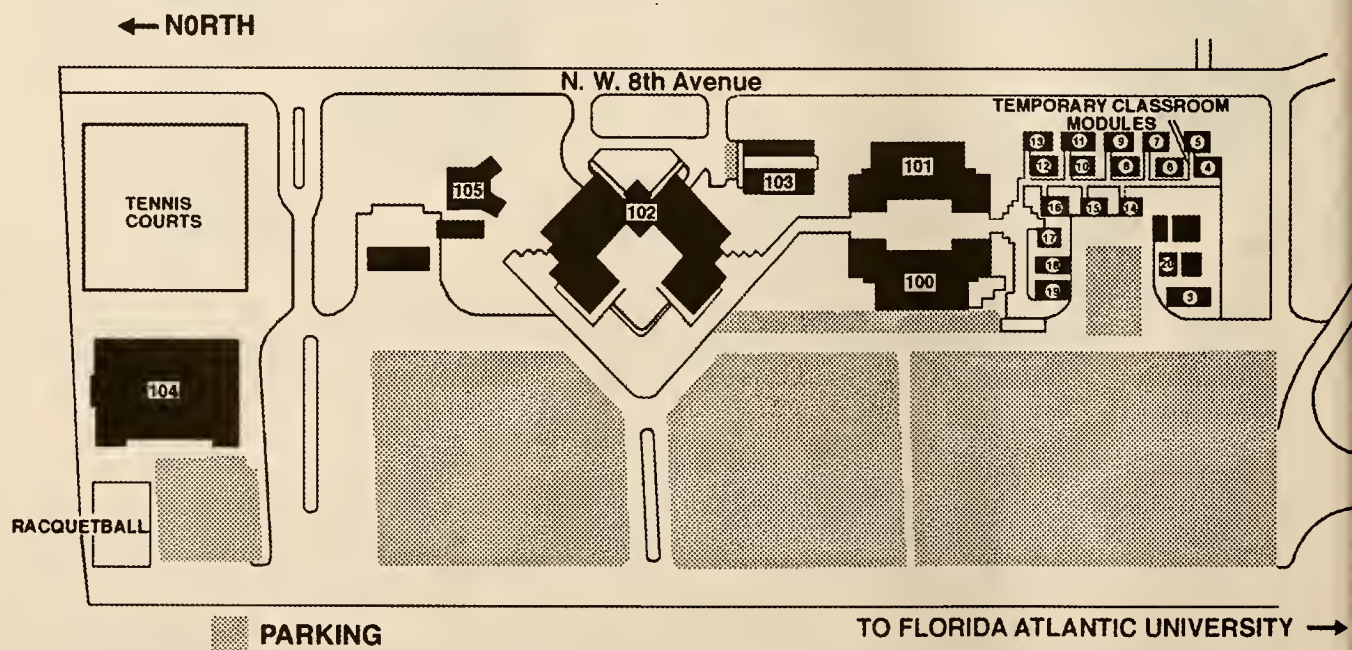




## Palm Beach Community College Glades Campus

1977 College Drive, Belle Glade, FL 33430-369

- 1 Physical Plant
- 2-3 Registration/Administration/Classrooms
- 4 Dolly Hand Cultural Arts Center



## Palm Beach Community College South Campus

3000 Saint Lucie Avenue, Boca Raton, FL 33431-6490

- 100 Academic Lab
- 101 Academic Classrooms
- 102 Student Services/Office Bldg.
- 103 Support Services Bldg.
- 104 Gymnasium
- 105 Bookstore















**Palm Beach  
Community College**  
**Application for Admission**

**PBCC-  
One Degree Better**

**Palm Beach Community College  
Central Campus**

4200 Congress Avenue  
Lake Worth, FL 33461-4796  
General Information 407/439-8000  
Admission Information 407/439-8102  
Records/Registration 407/439-8100

**Palm Beach Community College  
Edward M. Eissey Campus**

3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
General Information 407/625-2500  
Admission Information 407/625-2400  
Records/Registration 407/625-2425

**Palm Beach Community College  
Glades Campus**

1977 College Drive  
Belle Glade, FL 33430-3699  
General Information 407/996-3055  
Admission Information 407/996-3055  
Records/Registration 407/996-3055

**Palm Beach Community College  
South Campus**

3000 Saint Lucie Avenue  
Boca Raton, FL 33431-6490  
General Information 407/367-4500  
Admission Information 407/367-4500  
Records/Registration 407/367-4500

**Palm Beach Community College  
Edward M. Eissey  
President**

**District Board of Trustees**  
**Homer J. Hand**  
**Chair**

**John C. Sansbury**  
**Vice Chair**

**J. Max Davis**  
**Minnie C. Howard**  
**Bettye J. King, Esq.**

**An Equal Opportunity Institution**



# APPLICATION INFORMATION AND INSTRUCTIONS

**APPLICATION:** Complete the application form in detail and forward it to the admissions office at the designated home campus you plan to attend. International applications must be sent directly to the Central Campus. Applicants applying to Limited Access programs must send the applications to the campus designated on the application. **Applications not complete will be returned.**

**APPLICATION FEE:** \$20 U.S. citizen. \$30 international. (U.S. currency) **Non-refundable**

**PLACEMENT TEST:** Each first-time-in-college student and transfer student who has not successfully completed college-level math or English must furnish official test scores from the ACT, SAT, ASSET, MAPS or CPT prior to registering for classes. If you have not yet taken one of the placement tests listed above, make an appointment at the testing center on the campus where you will register.

**LIMITED ACCESS PROGRAMS:** Admission to the College neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of the following programs, you must request the separate application packet for the specific program. The application and records must be submitted to the home campus designated on the application. Limited Access programs include:

- DENTAL ASSISTING • DENTAL HYGIENE • DENTAL LAB TECH • NURSING (Except LPN to RN and Advanced)
- PARAMEDIC • DIETETIC TECH • RESPIRATORY CARE • RADIOGRAPHY • SONOGRAPHY.

**RECORDS:** Any student falsifying application records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and can not be returned.

**FINAL ACCEPTANCE:** Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript or transcripts of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

**CAREER CENTER:** If you are unsure of your college major or career objectives, or are in need of a job, contact the career center on the campus you plan to attend.

**HANDICAPPED STUDENTS:** Support services are available on each campus. If you need any special assistance, contact the campus you plan to attend.

**STUDENT HOUSING:** For information on student housing, please call 407/582-9100.

- 1. U.S. SOCIAL SECURITY NUMBER** - (Foreign students might not have this number). This number becomes your student number and is used in federal and state reports only. It is important that this information be complete and accurate.
- 2. HOME CAMPUS DESIGNATION** - The home campus designation is the campus where your records will be retained. Application and transcript(s) must be submitted to your home campus with the exception of Limited Access programs (these records must be submitted to the campus designated on the application) and international applications (these records must be submitted to the Central Campus). Any questions concerning academic advisement or your student records should be directed to your home campus.
- 3. NAME** - Exact legal name. Include **all** names under which materials will be sent. Print clearly.
- 4. LOCAL ADDRESS** - Address where you will be living while attending PBCC.
- 5. PERMANENT ADDRESS** - Permanent home address.
- 6. ENTRANCE DATE** - Check the month and enter the year of the term you plan to take your first class.
- 7. MAJOR** - Indicate your intended PBCC field of study (refer to catalog for programs).
- 8. STUDENT STATUS**
  - A. A. (associate in arts degree)** - Those planning to attend a four-year college or university after graduation from PBCC.
  - A. S. (associate in science degree)** - Those interested in completing their formal college education at PBCC in a specialized business, technical or professional program.
  - Certificate Program** - These are non-degree programs which, at completion, student will receive a certificate of completion.
  - Non-degree** - Students who would like to take a course for personal interest or job advancement, and do not plan on obtaining any type of degree at this time. Students in this category cannot receive financial aid.
  - Audit** - Those wishing to attend classes but would not like to have a grade. Students must be in regular attendance, but are not required to take tests and examinations. No audit student may change their registration to seek credit in any course in which they are enrolled. All tuition and fees apply.
- 9. DISABLED STATUS** - The information is used for research purposes only and helps the College determine facility and service needs.
- 10. SEX** - This information is used in federal and state reports only. It is important that this information be complete and accurate.
- 11. DATE OF BIRTH and PLACE OF BIRTH** - This is used in federal and state reports only. It is important that this information be complete and accurate. Include month, day and year; city and state.
- 12. RACE/ETHNIC ORIGIN** - Required for Office of Civil Rights reports.
- 13. HIGH SCHOOL** - Indicate the name and request an **official** transcript from the last high school attended.
- 14. GED** - Indicate the state, version and date issued. **Official** transcript of scores must be sent directly to PBCC from issuing agency.
- 15. COLLEGE/UNIVERSITY** - Indicate the name and request an **official** transcript from **all** colleges and universities attended. Omission of any constitutes falsification of records and voids application.
- 16. CITIZENSHIP** - Indicate your citizenship and English proficiency status. Resident aliens must submit copies of both sides of their resident alien card. International students and refugees must submit copies of their immigration papers or visas.
- 17. RESIDENCY STATEMENT AND SIGNATURE** - Read **carefully** and complete the residency statement on the reverse side of the application. Sign and date the application. **Applicants who omit any of this information will be classified as a non-resident for tuition purposes.**

# PALM BEACH COMMUNITY COLLEGE APPLICATION FOR ADMISSION

Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2. HOME CAMPUS DESIGNATION See cover for addresses

☐ Central ☐ Eissey ☐ Glades ☐ South

3. NAME \_\_\_\_\_  
LAST FIRST MIDDLE/MAIDEN

any of your transcripts, test scores, etc. might arrive under any name(s) other than those listed above, enter name(s) here:

4. LOCAL ADDRESS \_\_\_\_\_  
NUMBER AND STREET ADDRESS CITY

COUNTY STATE ZIP CODE HOME TELEPHONE BUSINESS TELEPHONE

5. PERMANENT ADDRESS ☐ Check here if same as local address

NUMBER AND STREET ADDRESS CITY COUNTY (OR PROVINCE)

<b>6. ENTRANCE DATE</b> Year 19 ____ <input type="checkbox"/> AUG. (Fall term) <input type="checkbox"/> OCT. (Fall express term) <input type="checkbox"/> JAN. (Winter term) <input type="checkbox"/> MARCH (Winter express term) <input type="checkbox"/> MAY (Summer A term) <input type="checkbox"/> JUNE (Summer B term) 7. MAJOR _____	<b>8. STUDENT STATUS</b> <input type="checkbox"/> AA degree seeking <input type="checkbox"/> AS degree seeking <input type="checkbox"/> Certificate program <input type="checkbox"/> Non-degree seeking <input type="checkbox"/> Audit <input type="checkbox"/> Transient <input type="checkbox"/> High school dual enrollment	<b>9. SEX</b> <input type="checkbox"/> Female (2) <input type="checkbox"/> Male (1) <b>10. DATE OF BIRTH</b> ____ / ____ / ____ Place of Birth _____ <b>11. RACE/ETHNIC ORIGIN</b> <input type="checkbox"/> American Indian (3) <input type="checkbox"/> Asian (2) <input type="checkbox"/> Black Non-Hispanic (5) <input type="checkbox"/> Hispanic (6) <input type="checkbox"/> White Non-Hispanic (1)	<b>12. DISABLED STATUS</b> In order to provide services to disabled students, the College is asking for <b>VOLUNTARY</b> self-identification of students with a specific disability. This information will be confidential and will be used for the sole purpose of aiding to achieve his/her fullest potential. <input type="checkbox"/> Physical Impairment (P) <input type="checkbox"/> Speech Impairment (S) <input type="checkbox"/> Hearing Impairment (H) <input type="checkbox"/> Visual Impairment (V) <input type="checkbox"/> Learning Impairment (L) <input type="checkbox"/> Other Health Impairment (O)
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3. HIGH SCHOOL DATA \_\_\_\_\_ Date of Graduation \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
NAME OF HIGH SCHOOL CITY/STATE MO. YR.

4. GED DATA State of Issue \_\_\_\_\_ English Version? ☐ Yes ☐ No Date of Issue \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MO. YR.

## 5. COLLEGE/UNIVERSITY

List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

To list more colleges/universities, attach separate page.

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Tests and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. I understand that falsification or omission of any information may result in my rejection or dismissal by the College.

## 6. Citizenship Carefully read #16 on application information page.

☐ U.S. Citizen, ☐ Permanent Resident Alien, ☐ Asylee or Refugee Alien, ☐ Other Non-U.S. Citizen:

Indicate visa type: F1, B1-2, E1, E2, L1, L2, Other \_\_\_\_\_, None \_\_\_\_\_ and home country \_\_\_\_\_.

Is English your primary language? ☐ Yes or ☐ No.

7. Read and complete residency information on reverse side of this page. Applicants who omit this information will be classified as a non-resident for tuition purposes.

\*\*\*MUST COMPLETE REVERSE SIDE\*\*\*



# INFORMATION FOR TUITION CLASSIFICATION

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian, established and maintained legal residence in Florida for at least 12 months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida resident for tuition purpose, you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be a legal resident of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

## DEFINITIONS:

- A) **DEPENDENT:** A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.  
A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
- B) **INDEPENDENT:** A person who provides more than 50 percent of his/her own support.

## FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

- ☐ 1. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months.
- ☐ 3. I am a dependent person who has resided for five years with an adult relative other than my parents or legal guardian and my relative has maintained legal residence in Florida for at least 12 months.
- ☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution: \_\_\_\_\_
- ☐ 5. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required.)
- ☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.
- ☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least 12 months. (INS documentation required.)
- ☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of military orders (DD2058) or military document showing home of record required.)
- ☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)
- ☐ 10. I am part of the Latin American/Caribbean scholarship program. (Copy of employment verification required.)
- ☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)
- ☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].
- ☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- ☐ 14. I am a full-time student participating in a linkage institute. (S.240.137, F.S.)

**ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION** (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. Name of Applicant: \_\_\_\_\_ 2. Student SSN: \_\_\_\_\_
- The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. All of the questions below pertain to the claimant.
3. Name of Claimant: \_\_\_\_\_ 4. Relationship of Claimant to Applicant: \_\_\_\_\_
5. Permanent Legal Address of Claimant: \_\_\_\_\_
- Street Address
6. ( ) \_\_\_\_\_
- Telephone Number of Claimant: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. Date Claimant Began Establishing Legal Florida Residence and Domicile: \_\_\_\_\_
8. Claimant's Voter Registration: State: \_\_\_\_\_ County: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_\_
9. Claimant's Drivers License: State: \_\_\_\_\_ Number: \_\_\_\_\_ Original Issue Date: \_\_\_\_\_
10. Claimant's Vehicle Registration: State: \_\_\_\_\_ License Tag Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_
11. Non-U.S. Citizen Only: Resident Alien Number: \_\_\_\_\_ Date Card Issued: \_\_\_\_\_
- (Copy of both sides of card required)

By my signature, I affirm that all of the application information and residency statements herein are true, complete and correct.

## ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above named applicant meets all requirements indicated in the category checked above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above named student to the penalties for making a false or fraudulent statement.

Signature in Ink of Person Claiming Florida Residency

Date

## NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification.

Signature in Ink

Date

**STUDENT:** Please send this request form to your high school, or if you have attended college, send one to each college. Transcripts are considered official only if they are forwarded directly from your previous institution(s) to PBCC.

**SCHOOL:** Please attach this form to transcript and send to campus indicated.

PLEASE SEND MY  
TRANSCRIPT TO:



OFFICE OF THE REGISTRAR

**STUDENT:**

Check the campus you plan  
to attend:

- ☐ **CENTRAL CAMPUS**, 4200 Congress Ave., Lake Worth, FL 33461-4796  
☐ **EDWARD M. EISSEY CAMPUS**, 3160 PGA Blvd., Palm Beach Gardens, FL 33410-2893  
☐ **GLADES CAMPUS**, 1977 College Dr., Belle Glade, FL 33430-3699  
☐ **SOUTH CAMPUS**, 3000 Saint Lucie Ave., Boca Raton, FL 33431-6490

My name is \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Birth date \_\_\_\_\_ Date first enrolled \_\_\_\_\_  
Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? ☐ Yes ☐ No Date: \_\_\_\_\_

My records will be  
found under name \_\_\_\_\_  
Last First Middle

THIS SIGNED FORM AUTHORIZED THE RELEASE OF A COPY OF MY TRANSCRIPT TO THE OFFICE OF THE REGISTRAR, PALM BEACH COMMUNITY COLLEGE.

\_\_\_\_\_  
Student Signature

R-118 #691

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My name is \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Birth date \_\_\_\_\_ Date first enrolled \_\_\_\_\_  
Month Day Year

Social Security No. \_\_\_\_\_ Date last enrolled \_\_\_\_\_

Graduate? ☐ Yes ☐ No Date: \_\_\_\_\_

My records will be  
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Last First Middle

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\_\_\_\_\_  
Student Signature

R-118 #691





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***Palm Beach Community College Central Campus***

100 Congress Avenue  
Lake Worth, Florida 33461-4796  
(561) 439-8000

***Palm Beach Community College Edward M. Eissey Campus***

150 PGA Boulevard  
Palm Beach Gardens, Florida 33410-2893  
(561) 625-2500

***Palm Beach Community College Glades Campus***

177 College Drive  
Lake Glade, Florida 33430-3699  
(561) 996-3055

***Palm Beach Community College South Campus***

100 Saint Lucie Avenue  
Boca Raton, Florida 33431-6490  
(561) 367-4500

***Florida's First Public Community College***

Palm Beach Community College is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran, marital or handicapped status.



Palm Beach Community College ■ 4200 Congress Avenue ■ Lake Worth, Florida 33461-4796



**Serving Palm Beach County from Four Locations**

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**Lake Worth, Fla. 33461**



